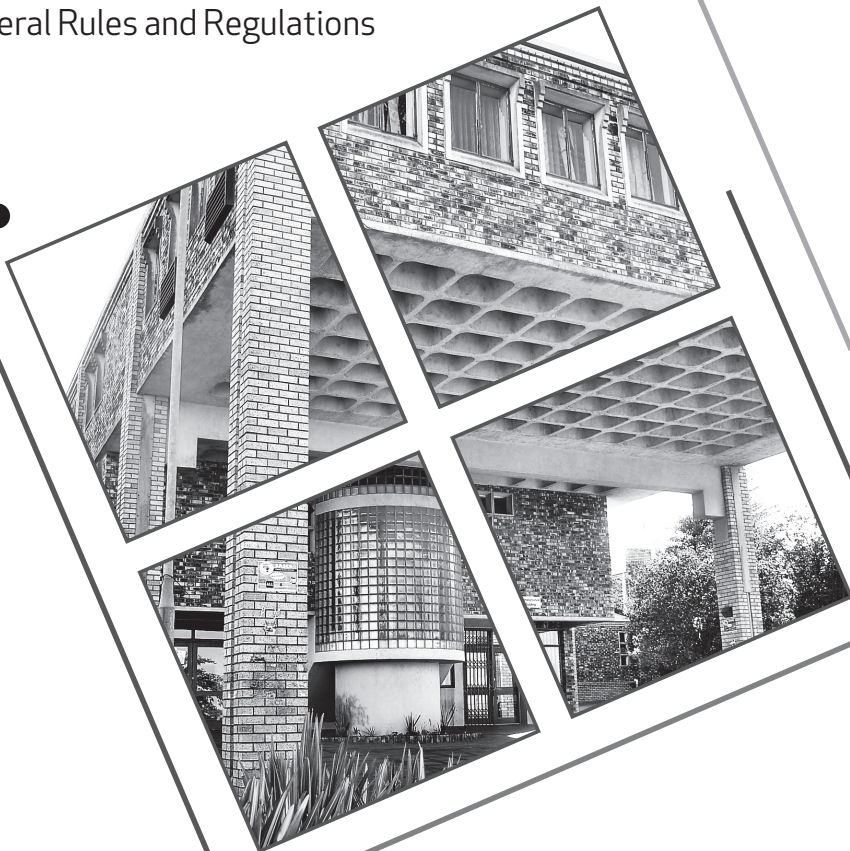


WALTER SISULU UNIVERSITY

GENERAL PROSPECTUS 2021

General Rules and Regulations



@WalterSisuluUni

Walter Sisulu University

www.wsu.ac.za

GENERAL PROSPECTUS 2021

This General Prospectus applies to all four campuses of Walter Sisulu University.

LEGAL RULES

1. The University may in each year amend its rules.
2. The rules, including the amended rules, are indicated in the 2021 Prospectus.
3. The rules indicated in the 2021 Prospectus will apply to each student registered at Walter Sisulu University for 2021.
4. These rules will apply to each student, notwithstanding whether the student had first registered at the University prior to 2021.
5. When a student registers in 2021, the student accepts to be bound by the rules indicated in the 2021 prospectus.
6. The University may amend its rules after the General Prospectus has been printed. Should the University amend its rules during 2021, the amended rules will be communicated to students. Students will be bound by such amended rules.

CAMPUSES & FACULTIES

MTHATHA CAMPUS

1. Faculty of Commerce & Administration
2. Faculty of Educational Sciences
3. Faculty of Health Sciences
4. Faculty of Humanities, Social Sciences & Law
5. Faculty of Natural Sciences

BUTTERWORTH CAMPUS

1. Faculty of Education
2. Faculty of Engineering & Technology
3. Faculty of Management Sciences

BUFFALO CITY CAMPUS

1. Faculty of Business Sciences
2. Faculty of Science, Engineering & Technology

KOMANI CAMPUS

1. Faculty of Economics & Information Technology Systems
2. Faculty of Education & School Development

ALL CORRESPONDENCE TO BE ADDRESSED TO:

The Registrar

Walter Sisulu University
Nelson Mandela Drive
Private Bag X1
MTHATHA
5099

CONTACTS:

MTHATHA CAMPUS

Nelson Mandela Drive
Private Bag X1
MTHATHA
5099
Telephone: +27 (0) 47 502 2111
TELEX NO: 734TT
Email: postmaster@wsu.ac.za
Web address: www.wsu.ac.za
Telegraphic address: WSU
Telefax: +27 (0) 47 532 6820

BUTTERWORTH CAMPUS

Private Bag X3182
BUTTERWORTH
4960
Telephone: +27 (0) 47 401 6000
Fax: +27 (0) 47 401 6267

BUFFALO CITY CAMPUS

PO Box 1421
Old Berlin Road
Fort Jackson
EAST LONDON
5200
Telephone: +27 (0) 43 708 5200
Fax: +27 (0) 43 708 5335

KOMANI CAMPUS

Whittlesea Site
280 Shepstone Road
WHITTLESEA
5360
Telephone: +27 (0) 40 842 6800
Fax: +27 (0) 40 842 6896 / 6889

USEFUL CONTACT NUMBERS

| | |
|---|--------------------------|
| Office of the Vice-Chancellor & Principal: | +27 (0) 47 502 2200/2213 |
| Office of the Deputy Vice-Chancellor: Academic Affairs & Research | +27 (0) 47 502 2260/4 |
| Office of the Deputy Vice-Chancellor: Institutional Support | +27 (0) 47 502 2285 |
| Office of the Registrar: | +27 (0) 47 502 2217/2715 |
| Office of the Chief Financial Officer: | +27 (0) 47 502 2285 |
| Office of the Executive Director Operations & ICT: | +27 (0) 47 502 2659/2922 |
| Office of the Executive Director Human Resources: | +27 (0) 47 502 2659/2922 |
| Office of the Executive Director Student Development & Support Services: | +27 (0) 43 708 5217/1918 |
| Office of the Executive Director Marketing, Communication & Advancement: | +27 (0) 43 702 9377/9397 |
| Office of the Senior Director Library & Information Systems: | +27 (0) 43 709 4750 |
| Office of the Senior Director: Institutional Research & Planning | +27 (0) 47 502 2799 |
| Office of the Senior Director Research & Innovation: | +27 (0) 47 502 2647 |
| Office of the Senior Director Learning and Teaching: | +27 (0) 43 722 3328 |
| Office of the Special Advisor to the Vice-Chancellor & Principal: | +27 (0) 47 502 2697/2303 |
| Office of the Campus Rector: Mthatha | +27 (0) 47 502 2859/2778 |
| Office of the Campus Rector: Butterworth | +27 (0) 47 401 6333/6207 |
| Office of the Campus Rector: Komani | +27 (0) 40 842 6808/6887 |
| Office of the Campus Rector: Buffalo City | +27 (0) 43 708 5205/5204 |

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INTRODUCTION TO WALTER SISULU UNIVERSITY

Walter Sisulu University (WSU) was established on 1 July, 2005 through a merger of the former Border Technikon, Eastern Cape Technikon and the University of Transkei. WSU is a comprehensive university established in terms of the Higher Education Act no 101 of 1997, as amended.

WSU has positioned itself as a gateway institution which focuses on improving access to higher education. As a developmental, comprehensive university WSU offers students a wealth of academic choices, articulation and mobility across the qualification spectrum ranging from certificates to diplomas, degrees and postgraduate studies. Strategically located within the Eastern Cape Province, WSU has a footprint of about 1,000 square kilometers across the urban and rural areas of the region. This provides the University with the platform to engage with the drivers of development so that an appropriate programme and research mix can be formulated to meet the needs of the region, province and the country.

WSU focuses on quality academic, technological and career-orientated programmes that provide relevant skills for development in both rural and urban areas and it places special emphasis on entrepreneurship.

WSU operates under a divisional governance and management system and has four campuses, each headed by a Campus Rector. The four campuses with multiple delivery sites are spread across Mthatha, Butterworth, Buffalo City and Queenstown.

Delivery Sites at these campuses are as follows:

- **Mthatha:** Nelson Mandela Drive Site, Zamukulungisa Heights Site, Nkululekweni Site
- **Butterworth:** Ibika Site
- **Buffalo City:** Cambridge Street Site, Buffalo City Stadium Site, Heritage Building Site, College Street Site, Chiselhurst Site, Potsdam Site
- **Komani:** Whittlesea Site and Grey Street Site

WSU has a student population of around 30,000 and a staff component of approximately 2,000.

WALTER MAX ULYATE SISULU 1912 – 2003



Walter Sisulu University was named to honour the late Walter Sisulu, a much-admired leader of the struggle for democracy in South Africa.

Walter Max Ulyate Sisulu was born in the village of Quthubeni at Engcobo in the Transkei region of the Eastern Cape on 18 May 1912 – coincidentally the same year that the ANC was founded.

Sisulu joined the ANC in 1940 and it was through him that both Nelson Mandela and Oliver Tambo were brought into the organisation. In 1944 he formed the ANC Youth League.

In 1944 Sisulu married Albertina Nontsikelelo Mnyila and the marriage produced five children. In the 1950s he was one of the leading figures in the Defiance Campaign.

Between 1956 and 1961 Sisulu was constantly in court defending himself against a string of treason charges. Sisulu was one of the founders of Umkhonto Wesizwe, the ANC armed wing after major liberation organisations such as the PAC and the ANC were banned in 1960. Sisulu, together with Mandela and other senior leaders of the ANC, was caught and tried in the Rivonia Treason Trial. In 1964 they were sentenced to life imprisonment, most of which was spent on Robben Island.

Sisulu was released on 15th October 1989, after almost three decades in jail. He then served the ANC as its Deputy President. Sisulu passed away on 5 May 2003 just before his 91st birthday.

Sisulu commanded respect from friends and rivals because of the dignified manner with which he carried himself and the values he embraced. He remains a towering giant of the South African struggle for justice for humanity. His humility, selflessness and ability to identify and promote leaders were some of his distinctive traits.

It is an honour for WSU to be carrying the name of such a notable figure in human history. He is an embodiment of the values of selflessness, courage, humility, Ubuntu and compassion to which this University aspires.

Three of his core values are used on WSU's academic crest:

- Excellence
- Wisdom
- Integrity

In 2007, WSU awarded a posthumous honorary doctorate to the late Walter Sisulu. His late wife, Albertina, also received an honorary doctorate from the former University of Transkei in 1992.

THE CHANCELLOR



On 24th April 2015, Council appointed a new University Chancellor in the person of Honourable Ambassador Sheila M. Sisulu.

Chancellor Sisulu's life has been shaped by her commitment to social justice and equity.

With an understanding of the impact that history has on individuals and society, she has a tenacity that has enabled her to persuade others of fresh perspectives on difficult issues for the marginalised, especially women and youth and which she strongly believes in and is passionate about the power of people to change their world.

In 1975, she cut short her professional career as a teacher in the mainstream education system of South Africa to dedicate ten years of her professional career and skills to the anti-apartheid movement, focusing especially on the fight to end the apartheid education system, through advocacy and community organisation and forming coalitions and partnerships to engage the regime.

In 1978 she joined the South African Committee on Higher Education (SACHED) holding various leadership positions including head and director of Turret College, a programme designed to provide young men and women targeted and persecuted by the regime, with opportunities to receive alternative, progressive and quality educational qualifications.

From 1988, and for a further six years, she served on the Senior Executive Leadership Team of the South African Council of Churches (SACC), first as Education Coordinator leading the effort to persuade church leaders to engage and participate in the efforts of progressive civil society organisations in order to influence new strategies and tactics to end the apartheid education system.

In 1994 she was invited to serve in the new government under the leadership of President Nelson Mandela as a Ministerial Advisor to the National Minister of Education.

She focused on the process to formulate new policies on Gender and Education, Early Childhood Education and Care, within the context of a broader process focusing on women-headed households and the development of the school meals programme as part of President Mandela's priority and flagship programmes.

In 1997 Sisulu was appointed by President Nelson Mandela first to serve as South Africa's Consul General in New York and then in 1999 as South Africa's first woman Ambassador to the United States of America in Washington DC.

In early 2003 she joined the World Food Programme in Rome as Deputy Executive Director.

From 2007 to 2013 Ambassador Sisulu was the Deputy Executive Director for Hunger Solutions. In this regard, she was responsible for repositioning WFP in its role as a food assistance programme supporting country-led national food and nutrition security strategies for long-term hunger solutions, using innovative tools and sustainable approaches aimed at breaking the cycle of poverty, especially among smallholder poor farmers, the majority of whom in most countries, are women.

In 2013 February she retired from the UN World Food Programme, after which, from September 2013 to 2014 March she served as the Special Envoy in the Ministry of Agriculture.

Since January 2013 until now, Ambassador Sisulu has been a member of the Selection Committee for Yara Agriculture Prize in Africa. Since that date, she's also held a position as an executive board member of the African Government Institute.

In March 2014, she became part of the Forum for Agriculture Research in Africa, serving on the High Level Panel for Advocacy.

EDUCATION AND TRAINING

Post Graduate Degree in Education – University of the Witwatersrand (Wits), Johannesburg, South Africa – 1990

Bachelor of Arts and Certificate in Education – University of Botswana, Lesotho and Swaziland (UBLS) Lesotho 1974

MESSAGE FROM THE VICE-CHANCELLOR AND PRINCIPAL

As Vice-Chancellor & Principal of Walter Sisulu University, it is indeed my honour and privilege to welcome you to our diverse institution.

Whether you are a returning student or one of our proud group of first-year students, I hope you will experience this University as your home away from home during your studies.

At WSU, we live in pursuit of excellence as we move from a developmental past to a future wherein WSU will be a premier institution of choice. A university is a symbol far more than it is a structure of brick-and-mortar. We symbolise hope for our students. To our staff we promise professional enrichment and represent a source of pride and promise for the future of our communities.



Our student body is by no means static as we welcome students from our home province, the Eastern Cape and various other parts of, the region, country and the globe.

Our alumni and friends extend as far as the United States of America, Europe and Asia. We have established partnerships with many of our benefactors to harness regional and international knowledge to benefit our country, Province, and student body.

Our campuses in Buffalo City, Ibika, Komani and Mthatha make WSU the largest University in the Eastern Cape, covering the broadest geographical area. Our size and ability to distribute our resources via satellite campuses allows us to be a critical role-player in the Province's higher education sector.

One of our core business activities is teaching and learning and our 186 academic programmes are a testament to our relevance in the knowledge economy. The diversity of our academic offerings is an answer to the constant demand for change in an ever-expanding and ever changeable market. COVID-19 has taught us some valuable lessons and one of them is the need for integrated and performance-driven technology. It is for this reason that WSU uses a multi-modal teaching approach underwritten by blended learning.

We are not only an institution of the mind, but approach our students as complete individuals with unique worldviews and life experiences. Embedded in this, we

continuously strive to ensure that our students are well-rounded and possess the academic ability and skills required to navigate the world. Using this approach, we have produced leaders in various industries and our graduates assume senior and executive positions across numerous sectors in South Africa, Africa, and the world.

At WSU research and innovation are core activities. We believe that research has moved from the dry and often ridged and elite hallowed halls of the academe towards pursuing positive change and finding solutions to practical societal problems. We have been increasingly successful in Intellectual Property (IP) and Commercialisation and you will no doubt have seen some of our graduates on social media making significant inroads into challenges which plague our most vulnerable.

As part of our holistic approach to student development, we have instituted the Student Advancement and Success Retention Unit (SASRU) geared to developing and sharpening your skills and providing psycho-social support during the transition from school to University. SASRU is committed to your development and the enhancement of your student experience. To that end, WSU also provides for a wide range of sporting and cultural activities for both staff and students. I encourage all to participate in extracurricular activities available at WSU.

To some extent I am a “first-year” VC, this being the beginning of my term as VC of this fine institution. I am humbled to share your experiences, your achievements, and your challenges as we lead this institution into the future.

Make no mistake – WSU is an institution that comes with a history, and like all institutions burdened by history, we are aware that our system is not perfect. You will experience both challenges and moments of triumph during your time with us, but how you approach both will determine your role in the future of the institution and the country.

In essence, I invite you to join us in making WSU *An impactful, technology-infused African university*. I wish you all the best in your *Pursuit of Excellence*.

Professor R Songca
Vice-Chancellor and Principal

WSU COUNCIL

| # | TITLE, INITIAL(S) & SURNAME | NATURE OF APPOINTMENT |
|-----------------------------|--|---|
| EXTERNAL MEMBERS | | |
| 01 | Adv Tembeka Ngcukaitobi | Convocation Representative / Chairperson |
| 02 | Mr Xola Bomela | Ministerial Appointee / Deputy Chair |
| 03 | Mr NL Capa | Ministerial Appointee |
| 04 | Mr L Holbrook | Ministerial Appointee |
| 05 | Ms NY Tyamzashe | Ministerial Appointee |
| 06 | Judge SM Mbeneghe | Ministerial Appointee |
| 07 | Mr TS Zakuza | Elected by Council, expertise in financial and investment matters |
| 08 | Ms NN Bam | Elected by Council, expertise in law |
| 09 | Ms FL Lamola | Elected by Council, expertise in commerce and industry |
| 10 | Mr T Klaas | Donor representatives, designated by Advancement Office |
| 11 | Mr MTG Matyobeni | Donor representatives, designated by Advancement Office |
| 12 | Mr S Puti | Convocation Representative |
| INTERNAL MEMBERS | | |
| 01 | Prof R Songca | Councillor / Vice-Chancellor and Principal |
| 02 | Vacant | Councillor / DVC: Academic Affairs and Research |
| 03 | Dr MR Krexe | Councillor / Senate Representative |
| 04 | Ms B Nguza-Mduba | Councillor / Senate Representative |
| 05 | Ms S Ndlazi | Non-Senate Employee Representative |
| 06 | Dr O Nabileyo | Non-Academic Employee Representative |
| 07 | Phelo Nocamagu Mathentamo (ISRC President) | Councillor / Student Representative Council |
| 08 | Vuyo Langeni (ISRC Secretary) | Councillor / Student Representative Council |
| SECRETARY TO COUNCIL | | |
| 01 | Mr HK Maphinda | Secretary to Council / Registrar |

INSTITUTIONAL MANAGEMENT COMMITTEE (IMC)

Vice-Chancellor & Principal

Professor R Songca : BA Law (National University of Lesotho, LLB LLM (University of Natal), LLM (Georgetown Law Centre; USA), LLD (University of Pretoria)

Special Advisor to the Vice-Chancellor & Principal

Mr P Mfazwe : BA Hons (Unitra)

Deputy Vice-Chancellor : Academic Affairs & Research

Vacant

Deputy Vice-Chancellor : Institutional Support

Dr PS Jaca : PhD (NMMU), M Ed (Sheffield), MSc Maths, BSc Ed, BSc Hons, (Unitra)

Campus Rector : Mthatha

Prof. M Davhana-Maselesele : BCur (Unisa), BCur Hons (Unisa), MCur (Unisa), D Phil (UJ), Fellowship (UCLA), Postgraduate Dip in Health Research Ethics (UCT), R/N, R/M

Campus Rector : Butterworth

Professor VSB Mtetwa : D Phil (Oxford), BSc (UBLS)

Campus Rector : Komani

Professor M Speckman : DTh, MTh (Natal), BTh (Hons), (BA) Rhodes, (DipTheol), (APM) (Unisa-SBL), Fedsem, (Unisa), (Rhodes), DTh (Unisa)

Campus Rector : Buffalo City

Prof N Feza : PhD Maths Education (State University of New York), M.Ed Maths Education (NMU)

Registrar

Mr HK Maphinda : MA (Unitra), MCom (UKZN), MPhil (University of Stellenbosch), BA Hons, BA (Unitra), BA Hons (Rhodes), STD (Butterworth College)

Chief Financial Officer

Mr M Nhiwatiwa : Chartered Management Accountant: ACMA, CGMA, CIMA(UK); Chartered Accountant: CA (SA)

Executive Director : Human Resources

Mr SA Mnyaiza : LLB, B Juris (UFH), Adv. Dip Labour Law (RAU)

Executive Director : Student Development & Student Services

Ms Z Dotwana : MA (Liverpool), BA Hons, HEd (UFH), Cert HEd Mngt (Wits)

Executive Director : Operations & ICT

Mr S Mpambane : M Tech (CPUT), BTech, ND: Building (PENTECH), Project Management (UCT)

Executive Director : Marketing, Communication & Advancement

Ms Y Tukwayo : B Com (Hons) (UNISA), BTech Marketing (UNISA), Development Finance (University of Stellenbosch Business School), CM(SA)

Senior Director : Library & Information Services

Ms PP Ntshuntshe-Matshaya : B.Bibl. Hons - (UKZN/PMB)

Senior Director : Institutional Research & Planning

Mr A Magwentshu : ND:IT, Eastern Cape Technikon; B.Tech: IT, PE Technikon; Master of Technology: Business Information System, Tshwane University of Technology.

Senior Director : Research & Innovation

Prof W Akpan : B.Sc (Hons), University of Calabar; M.Sc, University of Ibadan; Ph.D, Rhodes University.

Senior Director : Learning & Teaching Development

Prof C Ndebele : B.Ed, M.Ed, University of Zimbabwe; Post Graduate Diploma in Higher Education for Academics, UFH; Post Graduate Diploma in Higher Education for Academic Developers, Rhodes University; Ph.D Education, UFH.

FACULTY DEANS

MTHATHA CAMPUS

Faculty of Commerce & Administration (Acting)

Mr F Kwahene : BCom Accounting (UCT), PGDip Accounting (UCT), MCom Accounting Sciences (University of Pretoria), CA (SA)

Faculty of Educational Sciences

Dr Z Gobingca : PhD (NMMU), M.Ed (Unitra), B.Ed Hons (UNISA), B. Com Ed (Unitra), Dip in Agri (TCA), Cert in Comp Lit (Unitra)

Faculty of Health Sciences

Professor AJ Mbokazi : MCFP(SA), FCFP(SA), MBChB (Natal) M Med Fam Med (Natal)

Faculty of Humanities, Social Science & Law (Acting)

Prof S K Mfusi : BA (Hons.), MA (Res.) (UniZul), MA (Clinical Psych.) UDW PhD (Comm Psych.) UniZul

Faculty of Natural Sciences

Professor B Nkeh-Chungag : BSc, BSc Hons, MSc (Yaounde), PhD (Wits), MPH (WSU)

BUTTERWORTH CAMPUS

Faculty of Education

Professor N Diko : PhD, MSC Ed (IUB, Dipaling), BA (UFH), STD (Griffiths Mxenge)

Faculty of Engineering & Technology

Prof F Aghdasi : PhD (Bristol, UK), MBA (Portland, USA), MSc (Oregon, USA), BSc Electronic Engineering (Manchester, UK)

Faculty of Management Sciences

Ms B Nguza-Mduba : M Ed. (UOFS), MBL (UNISA), BCom Hons, B Ed, B Com Ed, STD (UNITRA)

BUFFALO CITY CAMPUS

Faculty of Business Sciences

Dr CS Novukela : PhD (WSU), M.Com. (UDW), B.Com, B.Com (Hons) UFH, Dip. Labour Law (GIMT), Practical Project Management (UNISA – SBL), Cert. in Total Quality Management (UNISA)

Faculty of Science, Engineering & Technology

Dr M Siswana : PhD, MSc, BSc Hons (Rhodes); BSc (UFH)

KOMANI CAMPUS

Faculty of Education & School Development

Dr T Mpiti : Certificate of Statement of Assessment of Teaching Competence in the Foundation (CCDC), Pre-school Management (CCDC), Certificate in Business Management (Boston), Certificate in Business Administration (Boston), Intermediate Certificate in Marketing Management (Boston), BEd (Foundation and Intermediate Phase), BEd (Honours), MEd (English First Additional Language), PhD: Education (English First Additional Language)

Faculty of Economics & Information Technology Systems

Dr P Bwowe : PhD Business Management (NWU), MBA (NMMU), BTech Business Management (NMMU) BA Hons (UNISA) BA Ed (Makerere)

DIRECTORS

Information & Communication Technology

Mr NH Zulu : Masters in Computer Science (MSc) UniZul

Human Resources

Ms LP Mojaki : B.Com in Human Resource Management (NWU), Honors in Human Resource Management (NWU); M.Com in Human Resource Management (NWU)

Internal Audit

Ms PC Mdodana : B Com (UFH), Certified Internal Auditor (CIA), Certification in Control-Self-Assessment (CCSA).

Community Engagement & Internationalisation

Mr M Payi : MBA (Jackson State Univ-USA), B Com-Hons (Unisa), B Com (Vista), Project MngmtProg (SU)

Director of Special Projects

Dr L Ntonzima : ND-Public Mngt & Admin (WSU), BTech Public Mngt (CPUT), M-Tech Public Mngt (CPUT) & D-Tech Public Mngt (CPUT)

Short-learning Programmes

Mr V Dwayi : MCom (Natal), BA Hons (HRD) (RAU), BA Hons, HDE (Unitra) (HE MngmtProg (Wits), Project MngmtProg (SU), Strategy Implement Prog (SU), Fin MngmtProg (UP), M&E Prog (Reg)

Institutional Advancement

Mr S Welcome : BSc Law (Rhodes), Post-grad Dip Enterprise Management (Rhodes Business School), Higher Certificate Advancement & Resource Mobilisation (Rhodes Business School)

Quality Assurance

Mr Khoza : HED, University of the North; BA and BA(Hons) University of the North; Public Management, Regenesys Business School

Finance

MS L Cebe : Chartered Accountant (SA), B Com Rationum (NMMU), Post Grad Diploma In Accounting (UFH)

Mr P Yeko : Chartered Accountant (SA), BCom Accounting (Unitra), BCom Accounting (Hons) (University of Natal) , BCompt (Hons) (UNISA), Postgraduate Certificate in Financial Accounting (UPE)

Deputy Registrar

Ms K Magwentshu : Master of Social Science (UFH), Bachelor of Social Science (Hons) (UFH), BTech in Commercial Admin (PE Tech), Certificate in Fundamentals of Project Management (Wits)

HONORARY GRADUATES

Paramount Chief KD Matanzima

Dr Nkosazana C Dlamini-Zuma

Mrs Albertina N Sisulu

Mr Aggrey Klaaste

Mr Raymond M Mhlaba

Mr Chris Hani

Prof Marina N V Xaba-Mokoena

Mr Gerhard S van Niekerk

Mr Donald M Ncube

Mr Archibald S Nkonyeni

Mr Hans Jurie Smith

Mr Vusumuzi P Khanyile

Ms Brigalia Bam

Mr Mongane W Serote

Mrs Laura B G Mpahlwa

Prof Phillip Tobias

Bishop Hamilton M Dandala

Mr Nelson R Mandela

Mrs Adelaide F Tambo

Prof Ali A Mazrui

Prof Ngugiwa Thiong'o

Doctor of Administration (1985)

Doctor of Medicine (1990)

Doctor of Philosophy and Sociology (1992)

Doctor of Literature and Philosophy (1992)

Doctor of Laws (1995)

Doctor of Literature and Philosophy - Political Studies (1995) Posthumously

Doctor of Medicine (1996)

Doctor of Philosophy

Doctor of Commerce (1997)

Doctor of Commerce (1998)

Doctor of Commerce (1998)

Doctor of Commerce (1998)

Doctor of Laws (1999)

Doctor of Laws (1999)

Doctor of Philosophy (Primary Health Care)

Doctor of Science (2003)

Doctor of Philosophy (Humanities)(2003)

Doctor of Laws (2004)

Doctor of Philosophy and Literature (2004)

Doctor of Philosophy Political Economy (2004)

Doctor of Literature and Philosophy (2004)

| | |
|--|---|
| Prof Herbert W Vilakazi | Doctor of Philosophy Political Economy (2004) |
| Mr Wallace A Mgoqi | Doctor of Laws (2004) |
| Mr Jonathan Shapiro | Doctor of Literature (2004) |
| Mrs Nokuzola Magida | Master in Education (2004) |
| Mr Walter M U Sisulu | Doctor of Laws (2007) Posthumously |
| Mrs Pam Golding | Doctor of Business Administration (2009) |
| Professor Sam Fehrsen | Doctor of Medicine (2009) |
| Professor Daniel Ncayiyana | Doctor of Medicine (2009) |
| Dr Thelma Thompson | Doctor of Literature and Philosophy (2009) |
| Professor Tebello Nyokong | Doctor of Science (2010) |
| Mr Caiphus Semanya | Doctor of Education (2010) |
| Professor Makhosezwe Bernard Magubane | Doctor of Literature and Philosophy (2010) |
| Mr Luyanda Mpahlwa | Doctor of Science (2010) |
| Professor Archie Mafeje | Doctor of Literature and Philosophy (2010) |
| | Posthumously |
| Ms Letta Mbuli | Doctor of Education (2010) |
| Professor Francis Kofi Ampenyin Allotey | Doctor of Science (2010) |
| Professor John Hamilton OBE | Doctor of Medicine (2011) |
| Mr Daniel Malibongwe Pasiya | Doctor of Business Administration (2011) |
| Professor Dorcas Nompumelelo Jafta | Doctor of Literature and Philosophy (2011) |
| Professor Gottlieb Lobe Monekosso | Doctor of Medicine (2011) |
| Mr Louis Mtshizana | Doctor of Laws (2011) Posthumously |
| Archbishop Winston Hugh Njongonkulu Ndungane | Doctor of Philosophy (2011) |
| Dr Peter Magubane | Doctor of Journalism (2012) |
| Mr Jonas Mosa Gwangwa | Doctor of Education (2012) |
| Mr Terence Nombembe | Doctor of Accounting Science (2014) |
| Mr Sizwe Nxasana | Doctor of Accounting Science (2015) |
| Judge Mbuyiseli Russel Madlanga | Doctors of Laws (2016) |
| Mr Sisa Michael Ngebulana | Doctor of Commerce (2018) |
| Mrs Nomzamo Winnifred Madikizela-Mandela | Doctor of Social Work (2018) Posthumously |
| Judge Mandisa Lindelwa Muriel Maya | Doctor of Laws (2019) |



SECTION THREE

2021 ACADEMIC TERM CALENDAR (ALMANAC) SCHEDULE OF MEETINGS FOR 2021/2022 PER TERM

2021 ACADEMIC TERMS

| | | |
|----------|---|---------------------------------|
| 1st Term | : | 5 January to 30 March 2021 |
| 2nd Term | : | 12 April to 30 June 2021 |
| 3rd Term | : | 12 July to 31 August 2021 |
| 4th Term | : | 7 September to 21 December 2021 |

| Date Day | | Public Holidays / Terms | Academic Activities | Statutory & Management Committees |
|--------------|-----------|-------------------------|--|-----------------------------------|
| JANUARY 2021 | | | | |
| 1 | Friday | New Year's Day | | |
| 2 | Saturday | | | |
| 3 | Sunday | | | |
| 4 | Monday | | | |
| 5 | Tuesday | | All Staff Report For Duty (Academic and Non-Academic) Submission of examination question papers and memoranda to Exams; Year and 2 nd Semester Programmes Contact Sessions | |
| 6 | Wednesday | | Contact Sessions | |
| 7 | Thursday | | Contact Sessions | |
| 8 | Friday | | Contact Sessions | |
| 9 | Saturday | | | |
| 10 | Sunday | | | |
| 11 | Monday | | Contact Sessions | |
| 12 | Tuesday | | Contact Sessions | |
| 13 | Wednesday | | Contact Sessions | |
| 14 | Thursday | | Contact Sessions Application for Exams Only Ends: 2 nd Semester and Year Prog | |
| 15 | Friday | | Contact Sessions | |
| 16 | Saturday | | | |
| 17 | Sunday | | | |
| 18 | Monday | | Contact Sessions | |
| 19 | Tuesday | | Contact Sessions | |
| 20 | Wednesday | | Contact Sessions | |
| 21 | Thursday | | Contact Sessions | |

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|----------------------|-----------|--|--|---|
| 22 | Friday | | Contact Sessions | |
| 23 | Saturday | | | |
| 24 | Sunday | | | |
| 25 | Monday | | Contact sessions Publication of DPs DP Appeals | |
| 26 | Tuesday | | Contact sessions Publication of DPs DP Appeals | |
| 27 | Wednesday | | Contact sessions Publication of DPs DP Appeals | |
| 28 | Thursday | | Contact sessions Publication of DPs DP Appeals | |
| 29 | Friday | | Contact sessions Publication of DPs DP Appeals | |
| 30 | Saturday | | | |
| 31 | Sunday | | | |
| FEBRUARY 2021 | | | | |
| 1 | Monday | | Contact sessions | |
| 2 | Tuesday | | Contact sessions Study Week | |
| 3 | Wednesday | | Contact sessions Study Week | |
| 4 | Thursday | | Contact sessions Study Week | Institutional Management Committee (09:00) |
| 5 | Friday | | Contact sessions | |
| 6 | Saturday | | | |
| 7 | Sunday | | | |

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|----|-----------|--|---|---------------------------------------|
| 8 | Monday | | Examinations: Year & 2 nd Semester Programmes - BEGINS | |
| 9 | Tuesday | | Examinations: Year & 2 nd Semester Programmes | ICT Steering Committee: 09:00 |
| 10 | Wednesday | | Examinations: Year & 2 nd Semester Programmes | |
| 11 | Thursday | | Examinations: Year & 2 nd Semester Programmes | |
| 12 | Friday | | Examinations: Year & 2 nd Semester Programmes | |
| 13 | Saturday | | | |
| 14 | Sunday | | | |
| 15 | Monday | | Examinations: Year & 2 nd Semester Programmes | |
| 16 | Tuesday | | Examinations: Year & 2 nd Semester Programmes | |
| 17 | Wednesday | | Examinations: Year & 2 nd Semester Programmes | |
| 18 | Thursday | | Examinations: Year & 2 nd Semester Programmes | |
| 19 | Friday | | Examinations: Year & 2 nd Semester Programmes - ENDS | Executive Committee of Council: 09:00 |
| 20 | Saturday | | | |
| 21 | Sunday | | | |
| 22 | Monday | | | |
| 23 | Tuesday | | | |
| 24 | Wednesday | | | Faculty Board: 09:00 |
| 25 | Thursday | | Submission of Examination Results (2 nd Semester and Year Prog) Online registration for FTENS : BEGINS | Faculty Board: 09:00 |
| 26 | Friday | | | |

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|-------------------|-----------|--|--|--|--|---|
| 27 | Saturday | | | | | |
| 28 | Sunday | | | | | |
| MARCH 2021 | | | | | | |
| 1 | Monday | | | Online Registration: FTENS | | |
| 2 | Tuesday | | | Online Registration: FTENS | | IMC EXCO: 09:00 |
| 3 | Wednesday | | | Online Registration: FTENS | | Campus Senate : 09:00 |
| 4 | Thursday | | | Online Registration: FTENS Approval of 2nd Semester and Year results Publication of 2nd Semester and Year Results (15H00) | | Special Senex (Approve Results & Exclusion List): 09H00 |
| 5 | Friday | | | Online Registration: FTENS Application for Special Examinations: BEGINS Online Registration for Returning Students: BEGINS | | Convocation Executive Committee: 09:00 |
| 6 | Saturday | | | Online Registration: FTENS and Returning Students | | |
| 7 | Sunday | | | Online Registration: FTENS ENDS Online Registration for Returning Students | | |
| 8 | Monday | | | Supplementary Examinations: 2 nd Semester & Year Programmes Online Registration for Returning Students FTENS Orientation Week | | |
| 09 | Tuesday | | | Supplementary Examinations: 2 nd Semester & Year Programmes Online Registration for Returning Students FTENS Orientation Week | | IFOREX: 09:00 |
| 10 | Wednesday | | | Supplementary Examinations: 2 nd Semester & Year Programmes Online Registration for Returning Students FTENS Orientation Week | | Senate Learning & Teaching Committee: 09:00 Senate Engagement & Partnership Committee: 14:00 |

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|----|-----------|--|--|---|
| 11 | Thursday | | Supplementary Examinations: 2 nd Semester & Year Programmes Online Registration for Returning Students FTENS Orientation Week | Finance Committee of Council: 09:00 Audit, Risk and Compliance Committee of Council: 12:00 |
| 12 | Friday | | Supplementary Examinations: 2 nd Semester & Year Programmes Online Registration for Returning Students FTENS Orientation Week | |
| 13 | Saturday | | | |
| 14 | Sunday | | | |
| 15 | Monday | | Lectures Commence Online Registration for Returning Students | Senate Research & Higher Degrees Committee: 09:00 |
| 16 | Tuesday | | Online Registration for Returning Students | |
| 17 | Wednesday | | Online Registration for Returning Students | |
| 18 | Thursday | | Publication of Supplementary Results: 2 nd Semester and Year Programmes Online Registration for Returning Students | SESEX: 09:00 |
| 19 | Friday | | Application for Special Exams: CLOSE Online Registration for Returning Students | Human Resource Committee of Council: 09:00 Planning and Infrastructure Committee of Council: 13:00 |
| 20 | Saturday | | | |
| 21 | Sunday | | Human Rights Day | |
| 22 | Monday | | Public Holiday | |
| 23 | Tuesday | | ALL REGISTRATION CLOSE Opening Date: Application for Exams Only Due Date: Special Exams Question papers and memoranda | Institutional Disability Committee: 09:00 |
| 24 | Wednesday | | | |
| 25 | Thursday | | | Student Support Service Committee: 09:00 |
| 26 | Friday | | | Institutional Forum: 09:00 |
| 27 | Saturday | | | |

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|-------------------|-----------|----------------------|--|--|---|
| 28 | Sunday | | | | |
| 29 | Monday | | | | |
| 30 | Tuesday | | | | |
| 31 | Wednesday | | | | Senate: 09:00 |
| APRIL 2021 | | | | | |
| 1 | Thursday | | | Final Date: Application for Special Exams | |
| 2 | Friday | Good Friday | | | |
| 3 | Saturday | | | | |
| 4 | Sunday | | | | |
| 5 | Monday | Easter Monday | | | |
| 6 | Tuesday | | | | |
| 7 | Wednesday | | | | |
| 8 | Thursday | | | | IMC EXCO: 09:00 |
| 9 | Friday | | | | Special Senex (Approve grad lists) |
| 10 | Saturday | | | | |
| 11 | Sunday | | | | |
| 12 | Monday | | | | Institutional Advancement Committee: 09:00 |
| 13 | Tuesday | | | | |
| 14 | Wednesday | | | Writing of Special Examinations | |
| 15 | Thursday | | | | |
| 16 | Friday | | | | |
| 17 | Saturday | | | | |
| 18 | Sunday | | | | |
| 19 | Monday | | | | |
| 20 | Tuesday | | | | |
| 21 | Wednesday | | | | |
| 22 | Thursday | | | Due Date: Submission of Special Exams marks to Exams | Council: 09:00 |
| 23 | Friday | | | Word Intellectual Property Day | |

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|-----------------|-----------|--------------------|---|--|---|
| 24 | Saturday | | | | |
| 25 | Sunday | | | | |
| 26 | Monday | | | | |
| 27 | Tuesday | Freedom Day | | | |
| 28 | Wednesday | | Publication of Special Exam Results Final Date: Submission of Question Papers and Memoranda to Exams (1 st Semester Exams) First Semester Application for Examination Concession (Students with Disabilities): Commence | | |
| 29 | Thursday | | Publication of Special Exam Results | | Examinations Concessions Committee 09:00 |
| 30 | Friday | | | | |
| MAY 2021 | | | | | |
| 1 | Saturday | Workers Day | | | |
| 2 | Sunday | | | | |
| 3 | Monday | | | | |
| 4 | Tuesday | | | | IMC EXCO: 09:00 (Mthatha) |
| 5 | Wednesday | | | | |
| 6 | Thursday | | Research & Innovation Day (Butterworth Campus) | | |
| 7 | Friday | | | | |
| 8 | Saturday | | | | |
| 9 | Sunday | | | | |
| 10 | Monday | | | | |
| 11 | Tuesday | | Graduation: Mthatha Campus | | |
| 12 | Wednesday | | Graduation: Mthatha Campus | | |
| 13 | Thursday | | Graduation: Mthatha Campus | | |
| 14 | Friday | | Graduation: Mthatha Campus | | |

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|------------------|-----------|--|---|--|--|
| 15 | Saturday | | | | |
| 16 | Sunday | | | | |
| 17 | Monday | | Graduation: Butterworth Campus | | |
| 18 | Tuesday | | Graduation: Butterworth Campus | | |
| 19 | Wednesday | | Graduation: Butterworth Campus | | |
| 20 | Thursday | | Graduation: Queenstown Campus | | |
| 21 | Friday | | Graduation: Queenstown Campus | | |
| 22 | Saturday | | | | |
| 23 | Sunday | | | | |
| 24 | Monday | | Graduation: Buffalo City Campus | | |
| 25 | Tuesday | | Graduation: Buffalo City Campus | | |
| 26 | Wednesday | | | Faculty Board: 09:00 | |
| 27 | Thursday | | | Faculty Board: 09:00 | |
| 28 | Friday | | | Faculty Board: 09:00 | |
| 29 | Saturday | | | | |
| 30 | Sunday | | | | |
| 31 | Monday | | | | |
| JUNE 2021 | | | | | |
| 1 | Tuesday | | | Institutional Management Committee: 09:00 (IMC) | |
| 2 | Wednesday | | | | |
| 3 | Thursday | | | | |
| 4 | Friday | | Final Date: Application & Registration for Exams Only | Executive Committee of Council: 09:00 | |
| 5 | Saturday | | | Convocation Annual General Meeting: 14:00 EL | |
| 6 | Sunday | | | | |
| 7 | Monday | | | | |
| 8 | Tuesday | | | | |

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|------------------|-----------|------------------|--|---|--|
| 9 | Wednesday | | | | |
| 10 | Thursday | | | | |
| 11 | Friday | | | | ICT Steering Committee: 09:00 |
| 12 | Saturday | | | | |
| 13 | Sunday | | | | |
| 14 | Monday | | | | |
| 15 | Tuesday | | | | |
| 16 | Wednesday | Youth Day | | | |
| 17 | Thursday | | | | |
| 18 | Friday | | | | |
| 19 | Saturday | | | | |
| 20 | Sunday | | | | |
| 21 | Monday | | | | |
| 22 | Tuesday | | | | |
| 23 | Wednesday | | | | Senate Language Committee |
| 24 | Thursday | | | Research & Innovation Week (Queenstown Campus) | |
| 25 | Friday | | | Publication of DP marks Lodging of DP Appeals Commences | |
| 26 | Saturday | | | | |
| 27 | Sunday | | | | |
| 28 | Monday | | | | |
| 29 | Tuesday | | | | |
| 30 | Wednesday | | | | |
| JULY 2021 | | | | | |
| 1 | Thursday | | | | |
| 2 | Friday | | | Lodging of DP Appeals Ends | Honorary Degrees Committee: 09:00 Conflict of Interest Committee: 12:00 |
| 3 | Saturday | | | | |
| 4 | Sunday | | | | |

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|----|-----------|--|--|---|--|
| 5 | Monday | | | IMC EXCO: 09:00 | |
| 6 | Tuesday | | | | |
| 7 | Wednesday | | | Senate Research and Higher Degrees Committee: 14:00 | |
| 8 | Thursday | | | | |
| 9 | Friday | | | Finance Committee of Council: 09:00 Audit, Risk and Compliance Committee of Council: 12:00 | |
| 10 | Saturday | | | | |
| 11 | Sunday | | | | |
| 12 | Monday | | Study Week for 1 st Semester Examinations | Senate Learning and Teaching Committee: 09:00 Senate Engagement and Partnership Committee: 14:00 | |
| 13 | Tuesday | | Emerging Researchers Workshop | | |
| 14 | Wednesday | | Emerging Researchers Workshop | | |
| 15 | Thursday | | Emerging Researchers Workshop | | |
| 16 | Friday | | | Human Resource Committee of Council: 09:00 Planning and Infrastructure Committee of Council: 13:00 | |
| 17 | Saturday | | | | |
| 18 | Sunday | | | | |
| 19 | Monday | | 1 st Semester Examinations Commence | | |
| 20 | Tuesday | | | SENEX: 09:00 | |
| 21 | Wednesday | | | | |
| 22 | Thursday | | | Student Support Services Committee: 09:00 | |
| 23 | Friday | | | | |
| 24 | Saturday | | | | |
| 25 | Sunday | | | | |

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|--------------------|-----------|--|--|--|---|
| 26 | Monday | | | | |
| 27 | Tuesday | | | | |
| 28 | Wednesday | | | | Senate: 09:00 |
| 29 | Thursday | | | | |
| 30 | Friday | | | 1 st Semester Examinations END | |
| 31 | Saturday | | | TERM BREAK | |
| AUGUST 2021 | | | | | |
| 1 | Sunday | | | | |
| 2 | Monday | | | | IMC EXCO: 09:00 |
| 3 | Tuesday | | | | |
| 4 | Wednesday | | | | |
| 5 | Thursday | | | Research & Innovation Week (BCC) | |
| 6 | Friday | | | | Council: 09:00 |
| 7 | Saturday | | | | |
| 8 | Sunday | | | | |
| 9 | Monday | | | National Women's Day | |
| 10 | Tuesday | | | Final Date: Submission of 1 st Semester Exam Marks | Innovators Pitching Event |
| 11 | Wednesday | | | | Institutional Advancement Committee: 09:00 |
| 12 | Thursday | | | Approval and publication of 1 st Semester Exam Results Opening Date: Application for Special Exams | Special Senex (Approve results and Exclusion List): 09H00 |
| 13 | Friday | | | | |
| 14 | Saturday | | | | |
| 15 | Sunday | | | | |

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|-----------------------|-----------|--|---|--|
| 16 | Monday | | Lectures for 2nd Semester Year Programmes: COMMENCE 1 st Semester Supplementary Examinations: BEGIN | |
| 17 | Tuesday | | | |
| 18 | Wednesday | | | |
| 19 | Thursday | | | |
| 20 | Friday | | 1 st Semester Supplementary Examinations: ENDS | |
| 21 | Saturday | | | |
| 22 | Sunday | | | |
| 23 | Monday | | 2 nd Semester Online Registration: BEGINS | |
| 24 | Tuesday | | Heritage Day | |
| 25 | Wednesday | | | |
| 26 | Thursday | | | |
| 27 | Friday | | | |
| 28 | Saturday | | | |
| 29 | Sunday | | 2 nd Semester Online Registration: END | |
| 30 | Monday | | Final Date: Submission of Supp Exam Results to Exams 2 nd Semester Lectures: COMMENCE | |
| 31 | Tuesday | | | |
| SEPTEMBER 2021 | | | | |
| 1 | Wednesday | | | IMC EXCO: 09:00 |
| 2 | Thursday | | | |
| 3 | Friday | | Publication of 1 st Semester Supplementary Exam Results | Special SENEX (Graduation List): 09:00 |
| 4 | Saturday | | | |
| 5 | Sunday | | | |

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|----|-----------|--|---|--|---|
| 6 | Monday | | Second Semester and Year End Applications for Examination Concession (Students with Disabilities): Commence Closing Date: Applications for Special Examinations | | Institutional Disability Committee: 09:00 |
| 7 | Tuesday | | | | |
| 8 | Wednesday | | Research & Innovation Week (Mthatha & Institutional) | | |
| 9 | Thursday | | Research & Innovation Week (Mthatha & Institutional) | | |
| 10 | Friday | | Due Date: Submission of Special Examination Question Papers and Memoranda to Exams | | Executive Committee of Council: 09:00 |
| 11 | Saturday | | | | |
| 12 | Sunday | | | | |
| 13 | Monday | | | | |
| 14 | Tuesday | | | | |
| 15 | Wednesday | | | | ICT Steering Committee: 09:00 |
| 16 | Thursday | | | | |
| 17 | Friday | | | | Student Fees Committee: 09:00 |
| 18 | Saturday | | | | |
| 19 | Sunday | | | | |
| 20 | Monday | | | | Faculty Board: 09:00 |
| 21 | Tuesday | | | | Faculty Board: 09:00 |
| 22 | Wednesday | | Writing of Special Examinations | | Faculty Board: 09:00 |
| 23 | Thursday | | IP Wise™: Food, Fashion, Arts and Culture in the 4IR Era | | |
| 24 | Friday | | Heritage Day | | |
| 25 | Saturday | | | | |
| 26 | Sunday | | | | |
| 27 | Monday | | | | IFOREX: 09:00 |

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|---------------------|-----------|--|--|--|---|
| 28 | Tuesday | | | | Student Support Services Committee: 09:00 |
| 29 | Wednesday | | | | |
| 30 | Thursday | | | Final Date: Submission of Special Examination marks to Exams Office | |
| OCTOBER 2021 | | | | | |
| 1 | Friday | | | | |
| 2 | Saturday | | | | |
| 3 | Sunday | | | | |
| 4 | Monday | | | Approval and Publication of Special Exam Results Final Date: Submission of 2 nd Semester and Year End Examination Question papers & Memoranda to Exams | Institutional Management Committee: 09:00 |
| 5 | Tuesday | | | | Examinations Concessions Committee 09:00 |
| 6 | Wednesday | | | | Campus Senates: 09:00 |
| 7 | Thursday | | | | |
| 8 | Friday | | | | Institutional Forum: 09:00 |
| 9 | Saturday | | | | |
| 10 | Sunday | | | | |
| 11 | Monday | | | | |
| 12 | Tuesday | | | | Senate Research & Higher Degrees Committee: 09:00 |
| 13 | Wednesday | | | | |
| 14 | Thursday | | | | |
| 15 | Friday | | | | |
| 16 | Saturday | | | | |
| 17 | Sunday | | | | |

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|----------------------|-----------|--|--|--|
| 18 | Monday | | | Senate Learning and Teaching Committee: 09:00 Senate Engagement and Partnership Committee: 09:00 |
| 19 | Tuesday | | | Senate Language Committee |
| 20 | Wednesday | | | |
| 21 | Thursday | | | |
| 22 | Friday | | | Finance Committee of Council: 09:00 |
| 23 | Saturday | | | |
| 24 | Sunday | | | |
| 25 | Monday | | | |
| 26 | Tuesday | | | SENEX: 09:00 |
| 27 | Wednesday | | | |
| 28 | Thursday | | | |
| 29 | Friday | | | Human Resources Committee of Council: 09:00 Planning and Infrastructure Committee of Council: 13:00 |
| 30 | Saturday | | | |
| 31 | Sunday | | | |
| NOVEMBER 2021 | | | | |
| 1 | Monday | | | |
| 2 | Tuesday | | | IMC EXCO: 09:00 |
| 3 | Wednesday | | | |
| 4 | Thursday | | | Senate: 09:00 Convocation Executive Committee: 10:00 |
| 5 | Friday | | | |
| 6 | Saturday | | | |
| 7 | Sunday | | | |
| 8 | Monday | | | |
| 9 | Tuesday | | | WSU International Research Conference Research Conference |

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|----------------------|-----------|--|---|--|
| 10 | Wednesday | | WSU International Research Conference | Research Conference |
| 11 | Thursday | | WSU International Research Conference | Research Conference |
| 12 | Friday | | | Audit, Risk and Compliance Committee of Council: 09:00 |
| 13 | Saturday | | | |
| 14 | Sunday | | | |
| 15 | Monday | | Publication of DP Marks Lodging of DP Appeals Commences | |
| 16 | Tuesday | | | |
| 17 | Wednesday | | | Institutional Advancement Committee: 09:00 |
| 18 | Thursday | | | |
| 19 | Friday | | Lodging of DP Appeals ENDS | |
| 20 | Saturday | | | |
| 21 | Sunday | | | |
| 22 | Monday | | Study Week for Examinations | |
| 23 | Tuesday | | Study Week for Examinations | |
| 24 | Wednesday | | Study Week for Examinations | |
| 25 | Thursday | | Study Week for Examinations | |
| 26 | Friday | | Study Week for Examinations | Council: 09:00 |
| 27 | Saturday | | | |
| 28 | Sunday | | | |
| 29 | Monday | | Final Examinations: COMMENCE | |
| 30 | Tuesday | | Final Examinations | |
| DECEMBER 2021 | | | | |
| 1 | Wednesday | | Final Examinations | |
| 2 | Thursday | | Final Examinations | IMC EXCO: 09:00 |
| 3 | Friday | | Final Examinations | |
| 4 | Saturday | | | |
| 5 | Sunday | | | |

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|---------------------|-----------|------------------------|----------------------------------|--|--|
| 6 | Monday | | Final Examinations | | |
| 7 | Tuesday | | Final Examinations | | |
| 8 | Wednesday | | Final Examinations | | |
| 9 | Thursday | | Final Examinations | | |
| 10 | Friday | | Final Examinations | | |
| 11 | Saturday | | | | |
| 12 | Sunday | | | | |
| 13 | Monday | | Final Examinations | | |
| 14 | Tuesday | | Final Examinations | | |
| 15 | Wednesday | | Final Examinations | | |
| 16 | Thursday | | Day of Reconciliation | | |
| 17 | Friday | | Final Examinations: ENDS | | |
| 18 | Saturday | | | | |
| 19 | Sunday | | | | |
| 20 | Monday | | | | |
| 21 | Tuesday | | 4 th Term ENDS | | |
| 22 | Wednesday | | | | |
| 23 | Thursday | | University Closes | | |
| 24 | Friday | | | | |
| 25 | Saturday | Christmas Day | | | |
| 26 | Sunday | Day of Goodwill | | | |
| 27 | Monday | Public Holiday | | | |
| 28 | Tuesday | | | | |
| 29 | Wednesday | | | | |
| 30 | Thursday | | | | |
| 31 | Friday | | | | |
| JANUARY 2022 | | | | | |
| 1 | Saturday | | | | |
| 2 | Sunday | | | | |

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|----|-----------|--|---|----------------------|
| 3 | Monday | | | |
| 4 | Tuesday | | Staff Report for Duty (Academic and Non-Academic) | |
| 5 | Wednesday | | | |
| 6 | Thursday | | | |
| 7 | Friday | | | |
| 8 | Saturday | | | |
| 9 | Sunday | | | |
| 10 | Monday | | Final Date: Submission of Exam Marks to Exam Offices | |
| 11 | Tuesday | | | |
| 12 | Wednesday | | | |
| 13 | Thursday | | Approval of Exam Results and Exclusions Publication of Results (15H00) | Special Senex: 09H00 |
| 14 | Friday | | | |
| 15 | Saturday | | | |
| 16 | Sunday | | | |
| 17 | Monday | | Supplementary Exams Commence FTENS Online Registration: Begins Online Registration for Returning Students Commence | |
| 18 | Tuesday | | FTENS Online Registration | |
| 19 | Wednesday | | FTENS Online Registration | |
| 20 | Thursday | | FTENS Online Registration | |
| 21 | Friday | | Supplementary Exams: END FTENS Online Registration | |
| 22 | Saturday | | FTENS Online Registration | |
| 23 | Sunday | | FTENS Online Registration | |
| 24 | Monday | | Orientation Week: FTENS | |
| 25 | Tuesday | | Orientation Week: FTENS | |

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|----------------------|-----------|--|--|---|
| 26 | Wednesday | | Orientation Week: FTENS Online Registration for Returning Students | |
| 27 | Thursday | | Orientation Week: FTENS Online Registration for Returning Students | |
| 28 | Friday | | Orientation Week: ENDS Online Registration for Returning Students Publication of Supplementary Exams | |
| 29 | Saturday | | Online Registration for Returning Students | |
| 30 | Sunday | | Online Registration for Returning Students | |
| 31 | Monday | | Lectures COMMENCE Online Registration for Returning Students | 1 st Academic Term |
| FEBRUARY 2022 | | | | |
| 1 | Tuesday | | Online Registration for Returning Students | Institutional Management Committee: 09:00 |
| 2 | Wednesday | | Online Registration for Returning Students | |
| 3 | Thursday | | Online Registration for Returning Students | |
| 4 | Friday | | Online Registration for Returning Students | |
| 5 | Saturday | | Online Registration for Returning Students | |
| 6 | Sunday | | Online Registration for Returning Students: END | |
| 7 | Monday | | | |
| 8 | Tuesday | | | |
| 9 | Wednesday | | | |
| 10 | Thursday | | | Faculty Board: 09:00 |
| 11 | Friday | | | Faculty Board: 09:00 Executive Committee of Council: 09:00 |
| 12 | Saturday | | | |
| 13 | Sunday | | | |
| 14 | Monday | | | |
| 15 | Tuesday | | | |
| 16 | Wednesday | | | Campus Senates 09:00 |

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| 17 | Thursday | | | | | | Convocation Executive Committee: 09:00 |
| 18 | Friday | | | | | | |
| 19 | Saturday | | | | | | |
| 20 | Sunday | | | | | | |
| 21 | Monday | | | | | | |
| 22 | Tuesday | | | | | | Senate Learning & Teaching Committee: 09:00 Senate Engagement & Partnerships Committee: 14:00 |
| 23 | Wednesday | | | | | | |
| 24 | Thursday | | | | | | |
| 25 | Friday | | | | | | |
| 26 | Saturday | | | | | | |
| 27 | Sunday | | | | | | |
| 28 | Monday | | | | | | |
| MARCH 2022 | | | | | | | |
| 01 | Tuesday | | | | | | Institutional Management Committee: 09:00 (IMC) |
| 02 | Wednesday | | | | | | |
| 03 | Thursday | | | | | | |
| 04 | Friday | | | | | | |
| 05 | Saturday | | | | | | |



SECTION FOUR

GENERAL ADMISSION & REGISTRATION RULES AND REGULATIONS

1. APPLICATIONS FOR ADMISSION

1.1 Applications for Admissions to undergraduate and postgraduate programmes are on-line.

1.2 When applying to WSU just visit the website: www.wsu.ac.za and follow these steps:

- a) Click on **study with us**.
- b) Select **application package**.
- c) Complete the application by following the instructions.
- d) Confirmation of receipt of application is issued automatically once the process is completed.
- e) All relevant documents must be uploaded.

1.3 Documents to be uploaded

1.3.1 Certified copy of Grade 11 Term Four results.

1.3.2 Certified copy of Grade 12 Term Two and/or Term Three results.

1.3.3 Certified copy of Statement of Symbols/Senior Certificate/ National Senior Certificate/ NCV/N3 or equivalent qualification.

1.3.4 For postgraduate studies, certified copy of the relevant preceding degree certificate and academic transcript (e.g. first degree for Honours studies, Honours degree or equivalent for Master's studies, and Master's degree for doctoral studies).

1.3.5 If applicable, certified copy of Marriage Certificate/ Decree of Divorce (for different or change of names).

1.3.6 Conditional exemption applicants must submit forms in person with all the required documents.

1.3.7 If applicable, proof of current registration with relevant Association/Council e.g. Nursing Council.

1.3.8 An academic record and certificate of good conduct if previously registered at a Higher Education Institution.

1.3.9 Proof of payment of application fees.

1.4 Admission Requirements

- 1.4.1 The general requirement for admission to study for a degree qualification is a matriculation exemption certificate, or a National Senior Certificate endorsed for degree admission.
- 1.4.2 a. The standard requirement for admission to study a diploma or certificate qualification is a school leaving certificate with a minimum aggregate symbol E-S, or National Senior Certificate endorsed for diploma/certificate admission. All students will be required to satisfy any additional criteria prescribed by Senate and/or the Faculties concerned.
- b. To study for a postgraduate degree qualification, the general requirement for admission is possession of a preceding degree, (e.g. first degree for Honours studies, Honours degree or equivalent for Master's studies, and Master's degree for Doctoral studies). The preceding degree must have been passed at an acceptable level (see, for example, Rule G13.3.2 and Rule G17.1).
- 1.4.3 Notwithstanding the standard requirements for admission, a non-matriculant may be admitted to a degree or diploma programme if he or she has obtained a certificate of conditional exemption issued by the Matriculation Board on the recommendation of Senate.
- 1.4.4 It is left to Faculties to take a decision on the equivalence of Degree and Diploma courses undertaken at other institutions, with the proviso that Faculties will submit recommendations to Senate about the status of such courses.
- 1.4.5 Applicants with the following qualifications from FET/TVET colleges and/or other technical colleges or institutions may apply:
- 1.4.5.1 An N3 with four subjects passed with at least 40% each, plus two official languages: one of these to be English and to be passed at least on First or Second Language SG or;
- 1.4.5.2 N4 with four subjects passed with at least 50% each, provided the person can prove communication competence in the language of instruction (English)
- 1.4.5.3 NCV (L4) pass with a pass rate of 60% and above in 3 fundamental subjects, including a Language of Learning and Teaching (LoLT) in the higher education institution OR 70% in at least 4 vocational subjects for admission to a Bachelor's qualification.
- 1.4.5.4 NCV (L4) pass with at least 50% in 3 fundamental subjects, including a Language of Learning and Teaching (LoLT) in the higher education institution OR 60% in at least 4 vocational subjects for admission to diploma qualification.

1.5 Selection

- 1.5.1 The university reserves the right to set selection criteria, in addition to the minimum

admission requirements, and to apply such criteria to admit or refuse admission to specific qualifications and programmes, taking into consideration the university's targets and the capacity to offer the qualifications and programmes concerned.

- 1.5.2 The allocation of a reference number for identification purposes to an applicant who meets the minimum admission requirements does not constitute a right to be admitted to the university as a student.

1.6 **Forms of Recognition of Prior Knowledge (RPL)**

There are two main forms of RPL, that reflect the different purposes and processes within which RPL takes place:

- RPL for access: To provide an alternative access route into a programme of learning, professional designation, employment and career progression; and
- RPL for credit: To provide for the awarding of credits for, or towards, a qualification or part-qualification registered on the NQF.

1.7 **Application of RPL**

- 1.7.1 It is the responsibility of the Faculty/Department to determine the criteria for the operational implementation of RPL within the guidelines of their admission policies. National and institutional policy congruence and standardised quality benchmarks are, therefore, critical elements in the successful implementation of RPL across the sector.

- 1.7.2 RPL may be used to grant access, exemption or advanced standing. Faculties/Departments may recognise forms of prior learning as equivalent to the prescribed minimum admission requirements, and may recognise other forms of prior learning for entry to, or for granting, advanced standing in given programmes.

- 1.7.3 In RPL processes designed to grant access, an RPL application is evaluated against the entry requirements of the qualification. Applicants seeking access to WSU who do not hold a National Senior Certificate with the appropriate exemption may be considered for the RPL route, but must meet the minimum age requirements as specified by and for the sector.

- 1.7.4 Qualifications, part-qualifications and professional designations registered on the NQF may be awarded in whole or in part through RPL. The processes followed must be credible, quality-assured and consistent with accepted and approved principles and criteria of SAQA and the relevant QC/ professional body/ institution concerned;

- 1.7.5 Exemption granted through RPL from completion of one or more modules within a qualification has the implication that the qualification will be completed with a lesser number of credit points than those normally required for the qualification. Where such exemption is granted, the student should not be required to complete the full number of credit points for the qualification.

- 1.7.6 Applicants seeking access to a postgraduate qualification in a particular field or Classification of Education Subject Matter (CESM) category but who do not hold an undergraduate degree in that field or CESM category may be admitted by RPL if

they are able to satisfy the requisite RPL assessment criteria. Such applicants may be given advanced standing but without the award of the primary qualifications(s). Faculties/departments are required to spell out in detail their assessment criteria for advanced standing, bearing in mind the needs of adult students.

- 1.7.7 Assessment criteria for RPL should not simply replicate those for mainstream study, but should seek to accommodate the knowledge and skills gained in practices outside the higher education institution in terms of their value for the envisaged course of study.
- 1.7.8 Assessment should be undertaken within faculties, departments and not by a central RPL Office, as the disciplinary expertise of academic staff plays a crucial role in assessing the learning achieved by RPL.
- 1.7.9 All Faculties offering RPL must ensure that staff members engaged in RPL implementation are thoroughly informed of the processes and issues involved, and are aware of the barriers commonly experienced by adult learners seeking to enter higher education. Given that RPL is a pedagogical practice, dedicated staff development should be provided to equip staff to respond appropriately.
- 1.7.10 In line with the recognition that RPL is a specialised pedagogical process, any department that makes RPL processes available must ensure that administrative and support systems, both prior and subsequent to RPL assessment, are in place. This should include making a fair and transparent appeals process available to applicants who might not feel satisfied with the initial outcome of their applications for RPL.
- 1.7.11 Certificates awarded signifying successful completion of a qualification will not reflect that a candidate has gained access or been awarded advanced standing, through an RPL process. However, transcripts will reflect exemptions achieved through the RPL process but with no credit points attached.
- 1.7.12 Faculties should ensure that quality assurance processes that address the specificities of the RPL process (including applications, assessment, and reporting and management systems) are implemented.

1.8 **Admission of Non-South African Students**

- 1.8.1 The admission of international applicants (i.e. students from countries outside the borders of South Africa), to study at any South African university is restricted by the South African Government to persons who comply with certain conditions summarised as follows:
 - 1.8.1.1 An international applicant must follow the prescribed admission procedures which includes obtaining a valid study permit and a final letter of acceptance from the University. A copy of the study permit, certified only by the Admissions Office will be acceptable.
 - 1.8.1.2 A study permit will normally be issued for a period not exceeding the official duration of the qualification and must be renewed after the expiry date.

- 1.8.1.3 A study permit will only be valid for the course of study for which the original approval was given. Should the student change his/her course of study, the student must notify the South African High Commission thereof.
- 1.8.1.4 Any international student discontinuing his/her studies must notify the South African High Commission accordingly.
- 1.8.1.5 A non-South African citizen, who is in possession of a permanent residence permit, need not submit a study permit.
- 1.8.1.6 A separate fee structure applies to international students. Information is available from the Centre for Community and International Partnerships.

1.9 **Admission of Foreign Non-Matriculated Students: Senate's Discretionary Conditional Exemption**

- 1.9.1 A candidate below the age of 23 years of age will be granted Senate's discretionary, conditional exemption provided that such a person:
 - 1.9.1.1 Holds a certificate entitling him/her to unconditional admission as a candidate for a degree or equivalent qualification at another institution, approved by Universities South Africa (USAf) in the country where the candidate obtained his/her school-leaving certificate; or in the case of international applicants one has to comply with the requirements of USAf as contained in the international qualification document.

1.10 **SPECIAL ADMISSION PROVISIONS**

- 1.10.1 Credit shall be given for Afrikaans Special or Sesotho Special or isiXhosa Special provided that:
 - 1.10.1.1 Such a course may be selected only by students who have not obtained a matriculation standard of 50% in Afrikaans or 40% in an African Language, unless the head of the department concerned recommends admission.
 - 1.10.1.2 A student who has completed a special course may register for Afrikaans I, Sesotho I or isiXhosa I but credit shall not be given for both Afrikaans Special and Afrikaans I or both Sesotho Special and Sesotho I or both isiXhosa Special and isiXhosa I.
 - 1.10.1.3 For postgraduate students, a Faculty Board, on the recommendation of its Higher Degrees Committee, may approve admission to postgraduate studies on the basis of RPL or other satisfactory credentials.

1.11 **Registration of Students**

- 1.11.1 Registration of students takes place at the beginning of the year or semester on the dates reflected in the prospectus, on the University website and in the press, subject to changes that may be made by the University.
- 1.11.2 No prospective student may report for registration unless he/she has been notified by

the Registrar in writing that he/she has been admitted to the University.

- 1.11.3 The University is not obliged to register a prospective student unless he/she complies with all the registration requirements. A student is personally responsible to ensure compliance with all the programme and module registration requirements and the completion and submission of formal documents required for registration as specified in the general/faculty rules.
- 1.11.4 It is the responsibility of every registered student to have proof of registration and verify its correctness immediately.
- 1.11.5 A student will be de-registered if:
- The student was registered without meeting all the minimum admission requirements.
 - The student was registered through human error.
 - The student was registered through fraudulent means.
 - The student fails to submit any outstanding document after registration.
- 1.11.6 A student who cancels all registered subjects/modules is automatically deregistered with immediate effect.
- 1.11.7 The registration of first year students is subject to the condition that each student shall submit his or her original matriculation certificate or any other qualification required for admission to a particular course, to the Office of the Deputy Registrar on Campus for recording purposes on or before 31 August of the first year in which the student is registered.
- 1.11.8 If registration rules and regulations are contravened, formal disciplinary measures may be applied by the University in accordance with the prescribed Disciplinary Procedures.
- 1.11.9 All registered students must have student cards. Admission to the University Campus is by student card and must be displayed by the students on campus at all times.
- 1.11.10 A student may not register for more than the maximum number of academic credits permitted in an academic year.
- 1.11.11 No person who has not been registered as a student may attend lectures or avail him/herself of any privilege whatsoever which may be offered by the institution.
- 1.11.12 Permission to register at two universities concurrently may be granted by the Dean only if there is no time-table clash in the final year and provided that the course involved is the last outstanding course for qualification purposes.
- 1.11.13 No candidate shall be allowed to report for registration after the closing date without the written consent of the Council or his/her nominee for such late registration. An additional late registration fee will be charged.
- 1.11.14 Students may be required to do extended programmes if they fail to satisfy the criteria

prescribed by the faculties concerned in specific subjects. Such students will be restricted in the number of main stream courses.

- 1.11.15 The Council may on the recommendation of Senate, limit the number of students who may be admitted to any course of study to prevent overcrowding in the lecture rooms and laboratories.
- 1.11.16 Subject to applicable faculty rules and the applicable provisions regarding payable fees, a student may apply in the prescribed manner and within the period indicated for that purpose on the annual university calendar, to amend or cancel registration. No student will be permitted to change his/her course after the due date indicated in the Almanac. Change of Course Form is obtainable from the Faculty Offices.
- 1.11.17 All lectures must be attended punctually and regularly. Where absence from class is unavoidable, the lecturer should be notified in writing. A medical certificate is required if a student is absent for more than three consecutive days due to illness.
- 1.11.18 All students must leave the campus during the Official University Holiday except where other arrangements have been officially made. Every student must leave the University within 24 hours after completion of the student's last examination paper.
- 1.11.19 Students who have achieved a qualification, whether at Walter Sisulu University or elsewhere, will be allowed to register for another programme at Walter Sisulu University only if the second qualification is different or on a higher NQF level than the qualification already obtained.
- 1.11.20 All undergraduate and postgraduate registrations are valid for one academic year only and a student must register afresh for each year of study. For example, if the duration of a programme is two or more years, a student must register afresh every year of the study period.
- 1.11.21 Personal and education-related information will remain protected.
- 1.11.22 The university may disclose personal or education-related information regarding a student to a third party only after the law applicable to the protection of and access to information has duly been complied with.
- 1.11.23 Departments must ensure that only registered students participate in and submit work for assessment in a course. No work submitted by an unregistered student may be marked or returned.

1.12 Conditional Exemptions - General

- 1.12.1 USAf, shall issue a certificate of full matriculation exemption on the grounds of post-school qualifications to any person who is in possession of a senior certificate or equivalent qualification approved by USAf in one of the following completed diplomas/ post-school qualifications with a minimum prescribed full-time duration of three years:

- 1.12.1.1 A diploma obtained from a South African university.

- 1.12.1.2 A teacher's diploma obtained from a South African College of Education.
- 1.12.1.3 A national diploma obtained from a former South African Technikon/ University of Technology.
- 1.12.1.4 A nursing diploma obtained from a South African Nursing College affiliated to a South African university.
- 1.12.1.5 A teacher's diploma awarded on the grounds of interrupted periods of study comprising combinations of a two-year post-school certificate and a one year upgrading diploma or a two-year post-school certificate followed by a two-year diploma.
- 1.12.1.6 Any other equivalent post-school qualification approved by USAf.

1.13 Conditional Exemption for Mature Age Students

- 1.13.1 An applicant who has attained the age of twenty-three (23) years or more and is in possession of a senior certificate with acceptable pass marks, and who has been granted a certificate of conditional exemption by the Matriculation Board on grounds of mature age, may be admitted to a Bachelor's Degree with a minimum full-time duration of three years and for which a matriculation endorsement or a certificate of exemption is a prerequisite.
- 1.13.2 The University may, at its discretion, admit a student, irrespective of educational qualifications, who has been granted a certificate of conditional exemption by the Matriculation Board on the grounds of having attained the age of forty-five (45) years on or before the year in which he/she intends to enrol for a bachelor's degree with a minimum full-time duration of three years where a matriculation endorsement or certificate of exemption is a prerequisite.

GENERAL ACADEMIC AND REGISTRATION RULES AND REGULATIONS FOR DEGREES, DIPLOMAS AND CERTIFICATES

G1 REGISTRATION

- G1.1 All students must pay the required minimum initial payment on registration. The University reserves the right to demand the payment of the fees in full, where a student fails to pay the fees on due dates.
- G1.2 The account of each student, to whom a bursary, loan or other allowance is payable, will only be credited with the amount of such bursary, loan or allowance after completion of the prescribed forms. If a student's bursaries and/or loans represent two thirds or more of the total fees prescribed, the balance due must be paid on the date of registration.
- G1.3 Except by permission of Senate a student shall not be registered in the same academic year for more than one degree, diploma or certificate, or any combination of these,

nor shall a student of the University be registered as a student of another university (See rule 1.11.12).

- G1.4** A student may be allowed to register for an additional module in the same programme or another programme provided that the student does not exceed the maximum credit load.

G2 AMENDMENT OF REGULATIONS

- G2.1** If the regulations for a degree/diploma are amended, a student registered under the old regulations who obtains credit in the academic year preceding the introduction may, subject to any provision to the contrary, elect to proceed under either the old or new regulations, provided that:

G2.1.1 Such election will be final, and

G2.1.2 If he/she elects to proceed under the old regulations and thereafter fails to obtain credit in any subsequent academic year or interrupts his/her studies at any time, he/she shall be obliged to proceed under the new regulations.

G3 CONDONATION OF BREACH OF REGULATIONS

- G3.1** Notwithstanding any provision to the contrary, Senate may condone a breach of the regulations if it is satisfied that the student concerned was not at fault and would suffer undue hardship if the breach were not condoned.

G4 GENERAL ACADEMIC REGULATIONS

G4.1 Subject to regulation G1, every student shall attend an approved curriculum in terms of the regulations for the degree, diploma or certificate concerned.

G4.2 Senate may approve a special curriculum within the framework of the regulations for a student who has been exempted from any course or courses in terms of the provisions of the Statute or of regulation G33 of these regulations, or who interrupted his/her studies prior to change in the regulations for the degree, diploma or certificate for which he/she is registered and is consequently obliged to proceed under the new regulations.

G4.3 A student who takes a course in a faculty other than the one in which he/she is registered shall be required to comply with all the regulations prescribed for that course including those concerning prerequisites and ancillary courses, as if he/she was registered in the faculty in which the course is offered.

G4.4 Subject to any provision to the contrary, a student shall not be admitted to the second or subsequent course in a subject unless he/she has obtained credit for the preceding course.

G5 THE REGULATIONS FOR A DEGREE

- G5.1 A student shall not be registered for a particular course/module in a subject unless he/she has completed specific ancillary courses in another subject or subjects or unless such courses/modules are taken concurrently with the particular course concerned, or
- G5.2 A student shall not obtain credit for a course/module completed by him/her until such time as he/she completes another specified course module or courses/modules.

G6 READMISSION OF STUDENTS TO UNDERGRADUATE PROGRAMMES

GENERAL PRINCIPLES

1. To be given the status of a full-time student:

- A student must in any one-year register for courses/modules towards obtaining a certificate, diploma or degree, totalling at least 90 credit points.
- Credit points for courses not essential for obtaining the qualification for which a student is registered will not be taken into account.

2. An extended programme student:

- Is a student who formally registers to complete a standard full-time certificate/diploma/degree programme in an additional year, with the curriculum designed accordingly.
- Must in any one-year register for courses/modules towards obtaining a certificate, diploma or degree, totaling at least 60 credit points.
- Credit points for courses not essential for obtaining the qualification for which a student is registered will not be taken into account.

3. A part-time student:

- Is a student who in any one year has registered for courses/modules totalling 60 credit points or fewer, irrespective of whether the courses/modules contribute towards a qualification or are taken for non-degree/diploma/certificate purpose.

4. A student who is in full-time employment may not register as a full-time student and must comply with the provisions applicable to part-time students.

5. A student:

- May not register for more than 160 credits in any one academic year.
- May proceed from one academic level to another (e.g. from first-year level to second-year level) only once at least 80 credits from the lower level have been completed and passed; and conversely, a student may not proceed to the next level if more than 40 credits at the lower level are outstanding.
- May not register for a course/module at two different levels (e.g. Mathematics 1 and Mathematics 2) simultaneously.
- May not register for a course/module at a higher level prior to having completed and passed the course/module at a lower level, (e.g. Mathematics 2 prior to having passed Mathematics 1) or any other pre-requisite course/module.

5.1 Specific rules

| Credits Obtained | Academic Status | Academic Progression Status |
|------------------|-----------------|--|
| 40—79 | First Year | May register for modules at the next level, provided that pre-requisite rules have been met. Maximum 40 second-year credits. |
| 80—199 | Second Year | May register for modules at the next level, provided that pre-requisite rules have been met. May not exceed 160 credits p.a. |
| 200—319 | Third Year | May not exceed 160 credits p.a. |
| 320—480 | Fourth Year | May not register for more than 160 credits p.a. |

G7 EXCLUSION RULES

Section 37 (4) of the Higher Education Act, Act 101 of 1997 as amended and paragraph 7 (3) (f) of the Institutional Statute stipulate that Council with the approval of Senate may refuse readmission to a student who fails to satisfy minimum requirements for readmission.

G7.1 Purpose of Exclusion Rules

- a) **To maintain a quality learning and teaching environment and to encourage academic throughput**
Students should be incentivised to perform academically and non-performing students who are unlikely to meet minimum exit level requirements within the stipulated time cause a strain on already depleted resources.
- b) **To increase access**
Poorly performing students who continue in the system without satisfactory progress limit and/or deny space to new University entrants.
- c) **Financial viability**
Poorly performing students negatively affect the throughput rate and diminish subsidy earnings based on teaching output units.

G7.2 To be readmitted in the following year, whether to the same level or to the next level of study, a student must have met the following minimum requirements:

- a) The student must attain the minimum credit requirements as stipulated in the tables below; and
- b) Where applicable, the student must be on track to attain in the required time the exit level courses (e.g. major subjects) necessary for obtaining the qualification.

G7.3 Progression rules will include the following:

1. Maximum Period of Study:

a) Full-time Students in Standard Programmes

| Programme Credits | Minimum Period of Study | Maximum Period of Study |
|--------------------------|--------------------------------|--------------------------------|
| 120 credits | 1 year | 2 years |
| 360+ credits | 3 years | 5 years |
| 480+ credits | 4 years | 6 years |

b) Full-time Students in Extended Programmes

| Programme Credits | Minimum Period of Study | Maximum Period of Study |
|--------------------------|--------------------------------|--------------------------------|
| 120 credits | 2 years | 3 years |
| 360+ credits | 4 years | 6 years |
| 480+ credits | 5 years | 7 years |

c) Part-time Students

| Programme Credits | Minimum Period of Study | Maximum Period of Study |
|--------------------------|--------------------------------|--------------------------------|
| 120 credits | 2 years | 3 years |
| 360+ credits | 4 years | 7 years |
| 480+ credits | 6 years | 8 years |

2. Credit Requirements for Full-time Students

a) One-year Programme (Total credits: 120)

| Study Period | Minimum Credits |
|---------------------|------------------------|
| After 1 Year | 40 Credits |
| After 2 Years | 80 Credits |

b) Three-year Programme (Total credits: 360)

| Study Period | Minimum Credits |
|---------------------|------------------------|
| After 1 Year | 40 Credits |
| After 2 Years | 120 Credits |
| After 3 Years | 200 Credits |
| After 4 Years | 280 Credits |
| After 5 Years | 360 Credits |

c) Four-year Programme (Total credits: 480)

| Study Period | Minimum Credits |
|---------------------|------------------------|
| After 1 Year | 40 Credits |
| After 2 years | 110 Credits |
| After 3 Years | 200 Credits |
| After 4 Years | 290 Credits |

| | |
|---------------|-------------|
| After 5 Years | 380 Credits |
| After 6 Years | 480 Credits |

d) Two-year Extended Programme (Total credits: 120)

| Study Period | Minimum Credits |
|---------------------|------------------------|
| After 1 Year | 40 Credits |
| After 2 years | 80 Credits |
| After 3 Years | 120 Credits |

e) Four-year Extended Programme (Total credits: 360)

| Study Period | Minimum Credits |
|---------------------|------------------------|
| After 1 Year | 40 Credits |
| After 2 Years | 100 Credits |
| After 3 Years | 160 Credits |
| After 4 Years | 220 Credits |
| After 5 Years | 280 Credits |
| After 6 Years | 360 Credits |

f) Five-year Extended Programme (Total credits: 480)

| Study Period | Minimum Credits |
|---------------------|------------------------|
| After 1 Year | 40 Credits |
| After 2 years | 100 Credits |
| After 3 Years | 170 Credits |
| After 4 Years | 240 Credits |
| After 5 Years | 320 Credits |
| After 6 Years | 400 Credits |
| After 7 Years | 480 Credits |

g) Part-time students (Total credits: 120)

| Study Period | Minimum Credits |
|---------------------|------------------------|
| After 1 year | 40 Credits |
| After 2 years | 80 Credits |
| After 3 years | 120 Credits |

h) Part-time students (Total credits: 360)

| Study Period | Minimum Credits |
|---------------------|------------------------|
| After 1 Year | 40 Credits |
| After 2 years | 80 Credits |
| After 3 Years | 120 Credits |
| After 4 Years | 180 Credits |
| After 5 Years | 240 Credits |
| After 6 Years | 300 Credits |
| After 7 Years | 360 Credits |

i) **Part-time students (Total credits: 480)**

| Study Period | Minimum Credits |
|---------------------|------------------------|
| After 1 Year | 40 Credits |
| After 2 years | 80 Credits |
| After 3 Years | 130 Credits |
| After 4 Years | 200 Credits |
| After 5 Years | 270 Credits |
| After 6 Years | 340 Credits |
| After 7 Years | 410 Credits |
| After 8 Years | 480 Credits |

3. **Additional requirements for student progression will be determined by faculties, within the parameters stipulated in these rules, and submitted to Senate for approval and published in the Faculty Prospectus.**

G7.4 **Grounds for Academic Exclusion:**

A student who fails to attain the minimum credit requirements at the end of any year of study as stipulated in all the tables above and / or, where applicable, is not on track to attain in the required time the exit-level courses (e.g major subjects) necessary for obtaining the qualification, will be excluded.

G7.5 **Exclusion Period**

A student who has been excluded on academic grounds shall not be reconsidered for readmission within a period of three (3) years after exclusion; provided that where a student, with the permission of the Dean and/ or Senate, has registered elsewhere and obtained the outstanding course(s) or module(s), in which event the student may be readmitted within the 3-year period to enable him/ her to graduate.

G7.6 **Exceptions to G7.4**

- a) A student who has **more than 40 credits points** outstanding may, with the permission of the Dean, register for the outstanding subject or module either as a part-time non-attending student at WSU or as a student at another University;
- b) A student who has **more than 40 and fewer than 120 credit points outstanding** may, with the permission of the Dean and subject to Senate approval, register for the outstanding subject(s) or module(s) at another University provided exit level credit points do not exceed 50% of the number required for graduation.
- c) Any student who wishes to study at another institution must obtain written permission from the Dean who must be satisfied that the content of credit sought to be recognised is compatible with the WSU course content.

G8 APPLICATION OF THE RULES

- G8.1 Readmission rules will apply to undergraduate students in all faculties.

G9 MINIMUM REQUIREMENTS FOR READMISSION

- G9.1 After the 3- year period of exclusion, a student may apply for readmission to study at

WSU on the following conditions:

- a) The application must be for the same programme for which the student had originally been registered, with a view to obtaining the qualification.
- b) The student may not, after readmission, apply to change programmes.
- c) Only students who have no more than 120 credits required towards their qualification will be considered.
- d) Only students who are NOT indebted to the University will be considered for readmission.

G.10 CONDITIONS FOR READMITTED STUDENTS

G.10.1 All readmitted students will be on academic probation and must:

- a) Attend supplementary learning programmes as relevant Heads of Department (HODs) may determine.
- b) Pass at least 50% of module(s) written in the first semester.
- c) Complete and pass the outstanding subjects or modules within one year.
- d) A failure to adhere to the above conditions will result in permanent exclusion of the student.

G10.2 A student will be readmitted ONLY once (1).

G10.3 A student who is not readmitted in terms of this rule may be allowed to complete the qualification in another institution but subject to the provisions of Rule G7.5.

G11 PROCESS TO DETERMINE STUDENTS FOR EXCLUSION

The following process must be followed when considering whether a student ought to be excluded:

G11.1 After the publication of examination results, the Registrar through Deputy Registrars shall prepare an electronic list of possible candidates for academic exclusion and make the list available to all Deans and HODs.

G11.2 HODs must identify students for possible exclusion and submit the names to the Faculty Examinations Board at the end of each semester and each year-end examination for consideration.

G11.3 Exclusion lists will serve at SENEX for approval, together with the examinations results.

G11.4 The Dean will inform the excluded students in writing immediately after SENEX approval.

G12 APPEAL PROCESS FOR EXCLUDED STUDENTS

G12.1 Process for excluded students:

- a) All students have a right to appeal provided their appeals reach the Dean of the Faculty within TWO weeks after the Dean has notified them of their exclusion.
- b) Each faculty will have a Faculty Appeal Committee (FAC).

- c) A student must submit the appeal in writing (either printed or electronic copies via e-mail) to the Dean's Office, with full motivation and supporting documentation.
- d) An appeal shall be invalid and will not be considered if it is:
 - i. Filed out of time;
 - ii. Not properly motivated;
 - iii. Without credible supplementary documentation; and/ or
 - iv. Submitted orally, telephonically and/ or via mobile messaging services.

G12.2 Faculty Appeal Committee (FAC) Membership

The Faculty Appeal Committee (FAC) shall be constituted as follows:

- i. The Dean or the representative (Chairperson).
- ii. Five Senior Academics of the Faculty designated by the Dean.
- iii. Two Student Representatives (observers).
- iv. A (non-voting) Secretary to record the proceedings.

G12.3 Faculty Appeal Committee Terms of Reference

The Faculty Appeal Committee shall:

- a) Consider the appeals from students who have been excluded.
- b) In the interest of fair and equitable application of rules to all students in the same situation, not deviate from the prescribed rules set in the General Rules and in the Faculty prospectus.
- c) Decide whether or not there is merit in the appeal.
- d) Record the reasons for a particular decision both in respect of favourable and unfavourable outcomes.

Recommend the outcomes, both favourable and unfavourable to Senex for approval, together with the supporting reasons.

GENERAL ADMISSION RULES AND REGULATIONS FOR POSTGRADUATE PROGRAMMES

G13 ADMISSION TO HONOURS DEGREES

G13.1 Every registration, including for a postgraduate programme, is valid only for one academic year. Students must register every year for the duration of their study programme.

G13.2 Students will only be allowed a lateral registration to another Honours or Coursework Master's programme provided that no more than 20% of credits accumulated in the previous Honours or Coursework Master's qualification is transferred to the new qualification. In other words, in the event of a lateral registration to another Honours or Coursework Master's programme, 80% of the credits for the new qualification must be accumulated in that new qualification.

G13.3 A person shall not be admitted as a candidate for an Honours degree unless he/she:

G13.3.1 Has been admitted to a degree of Bachelor at the University, or is a graduate

of any other university or institution and has been granted degree status at the University or has passed at any other university or institution considered by Senate to be equivalent to the University, such examinations as in the opinion of Senate are equivalent to, or of a higher standard than, the examinations prescribed for a degree of the University.

G13.3.2 Has obtained an aggregate of 60% or higher in the relevant subjects in a final-year level course.

G13.3.3 Is otherwise considered a suitable candidate by Senate on the recommendation of the Faculty.

G13.4 A person who wishes to be admitted as a candidate for an Honours degree must submit a written application to the Registrar setting out his/her qualifications and stating in which department he/she wishes to study. No student shall be admitted as a candidate for the same Honours degree more than once.

G13.5 Without prejudice to its general powers to admit or refuse admission to an applicant, Senate may require an applicant to undergo a test on his/her proficiency in the subject of the applicant's proposed study if he/she either:

G13.5.1 Obtained the qualification on which the application is based at another university or institution; or

G13.5.2 Being a graduate of the University, did not include the subject as a major in his/her undergraduate curriculum.

G14 ANCILLARY COURSES

Senate may require a candidate to attend specified ancillary courses in addition to the Honours degree course and may require him/her to complete such courses by examination before he/she sits for any specified part of the Honours examination. Honours students are required to register for a Research Proposal module, which is primarily designed to enhance their success in the research component of the study programme.

G15 FOREIGN LANGUAGE REQUIREMENT

Senate may require a candidate to pass a test in English if their medium of instruction for the undergraduate degree was not English.

G16 MINIMUM AND MAXIMUM PERIOD OF REGISTRATION

Honours Degree students may register for a minimum period of one year and a maximum period of two years for full time. For part-time, students may register for a minimum period of two years and a maximum of three years. The research structure will be similar to the dissertation structure under Rule G37, except that the word 'dissertation' will be substituted by 'research paper' and the word 'Master' will be substituted by 'Honours'.

GENERAL REGULATIONS FOR THE DEGREE OF MASTERS

G17 ADMISSION TO MASTER'S DEGREES

- G17.1 A person shall not be admitted as a candidate for a Master's degree unless:
- G17.1.1 He/she has obtained an aggregate of 60% or higher in an Honours degree at the University; or
 - G17.1.2 He/she is a graduate, with an aggregate score of 60% or higher, of any other university or institution and has been admitted to the status of the qualifications referred to in regulations; and/or
 - G17.1.3 He/she has passed at an acceptable level, at this University or any other tertiary institution considered by Senate to be equivalent to the university, such examination as in the opinion of Senate is equivalent to or higher than the examinations prescribed for either of the qualifications referred to in regulations.
 - G17.1.4 The student has a viable research topic, in the case of a Master's by dissertation.
 - G17.1.5 There is adequate supervisory capacity in the relevant academic department or centre, especially in the case of a Master's by dissertation.
 - G17.1.6 There are suitable research facilities in the relevant academic department or centre.
- G17.2 A person who wishes to be admitted as a candidate for a Master's degree must submit to the Registrar a written application setting out his/her qualifications and, where applicable, the title of his/her acceptable research proposal and an outline of the method of research.
- G17.3 Without prejudice to its general powers to admit or refuse admission to an applicant, Senate may require an applicant to undergo a test on his/her proficiency in the subject concerned.
- G17.4 With the approval of Senate, a suitably qualified person wishing to obtain a Master's degree by dissertation may be provisionally admitted for the purpose. He/she must then submit an acceptable research proposal within six months of registration, with the proviso that an extension may be granted. At the end of this period, he/she will be de-registered if he/she has not submitted an acceptable research proposal.

G18 MINIMUM AND MAXIMUM PERIOD OF REGISTRATION

For Master's full-time students, the minimum period of study is one (1) year and the maximum period is four (4) years, except for Master of Medicine, for which the minimum period shall be

four (4) years and maximum six (6) years (see rule G19.5). For Master's part-time students the minimum period is two (2) years and the maximum five (5) years (see Rule G17). For Master of Medicine, only full-time study shall be permissible.

G19 PROGRESS REQUIREMENTS AND PROVISION FOR SUSPENSION OR CANCELLATION

- G19.1 A candidate whose application for a Master's degree by dissertation is accepted is required to register for the appropriate compulsory research proposal module upon commencement of study. The outcome of this module is an approved research proposal (see Parts 3 and 4 of the Procedures for Postgraduate Programmes Policy).
- G19.2 A quarterly or biannual report on the progress of a candidate shall be submitted to the Faculty Research and Higher Degrees Committee by the supervisor.
- G19.3 The Faculty Higher Degrees Committee may at any time suspend or cancel the registration of a candidate who in its view is not making satisfactory progress with his/her studies, provided the candidate had been given opportunity to remedy the unsatisfactory academic performance.
- G19.4 G19.1 and G19.2 apply to Master's Dissertations and Doctoral Theses.
- G19.5 If a candidate fails to complete his/her studies within the number of years specified in G18 Senate may refuse to renew his/her registration or may renew it subject to any conditions it may see fit to impose. This applies to Honours, Master's and Doctoral Degrees, also with changes as per G17 and G20 respectively.

GENERAL REGULATIONS FOR DOCTORAL DEGREES

G20 ADMISSION TO DOCTORAL DEGREES

- G20.1 Except where the regulations in a particular faculty provide otherwise, a person shall not be admitted as a candidate for a Doctoral degree unless:
- G20.1.1 He/she has obtained a Master's degree, with a score of 60% or higher, at the University.
- G20.1.2 He/she is a graduate of any other university institution and has been admitted to the status of Master at the University, with a score of 60% or higher.
- G20.1.3 He/she has passed, at an acceptable level, at this or any other university or at any institution considered by Senate to be equivalent to the University, such examinations as in the opinion of Senate are equivalent to or higher than the examinations prescribed for the degree of Master at the University.
- G20.1.4 The student has a viable research topic.

G20.1.5 There is adequate supervisory capacity in the relevant academic department or centre.

G20.1.6 There are suitable research facilities in the relevant academic department or centre.

G20.2 A person who wishes to be admitted as a candidate for a Doctoral degree must submit to the Registrar a written application setting out his/her qualifications and, in the case of an application in terms of regulation G20.1, an acceptable research proposal and an outline of his/her method of research.

G20.3 Without prejudice to its general powers to admit or refuse admission to an applicant, Senate may require an applicant to undergo a test on his/her proficiency in his/her subject (see rule G17.3).

G20.4 A candidate whose application for a doctoral degree is accepted is required to register for the appropriate compulsory research proposal module upon commencement of study. The outcome of this module is an approved research proposal (see Parts 3 and 4 of the Procedures for Postgraduate Programmes Policy). A completed proposal, as an outcome of the proposal module, must be successfully defended within the first year of registration.

G21 MINIMUM AND MAXIMUM PERIOD OF REGISTRATION

G21.1 For Doctoral full-time students the minimum period of registration is two years and the maximum period is five years. For Doctoral part-time students the minimum period of registration is three years and the maximum period is seven years (see rule G18).

G21.2 The Faculty Higher Degrees Committee may at any time suspend or cancel the registration of a candidate who in its view is not making satisfactory progress with his/her studies, provided the candidate had been given opportunity to remedy the unsatisfactory academic performance.

G22 HOW THE DEGREE MAY BE OBTAINED

G22.1 The degree may be obtained by means of research on an approved topic completed under the guidance of a promoter appointed by Senate.

GENERAL EXAMINATION RULES AND REGULATIONS FOR DEGREES, DIPLOMAS AND CERTIFICATES

G23 EXAMINERS

G23.1 All examinations shall be conducted by at least one examiner and one moderator appointed by Senate. All final-level subjects shall be moderated by an external moderator who is an expert in the field of study and who shall be appointed from another university or institution approved by Senate.

RULES GOVERNING THE SECURITY OF EXAMINATION QUESTION PAPERS

Examination question papers must be kept secured at all times from the time a question paper is set by the examiner until when the paper is administered in the scheduled examination session.

G23.2.1 THE ROLE OF THE EXAMINER / LECTURER / MODERATOR

- Lecturers are responsible for the setting of question papers.
- The individual lecturers are accountable for preserving confidentiality and security of examination papers they have prepared in their Departments.
- Examiners/Moderators should ensure that strict security measures are in place for the entire examination process.
- Examiners are expected to personally type all examination papers they have set.
- The preparation and storage of examination papers electronically, must be done on computers that are password protected with limited accessibility.
- Examination papers (including draft questions and memoranda) that are stored on removable hard-drives should be password protected.
- The use of emails in transmitting the question paper to the Examinations Office is not acceptable, except under special circumstances where a security measure (such as a password-protected attachment) will be used.
- Hard copies of examination papers should only be kept at the Examination Office. Examiners are not allowed to take away a copy of unwritten examination paper to any premises outside the University and no unauthorised person should have access to examination papers.
- Once the examination question paper has been submitted to the Examinations Office, the examiner should not keep hard copies of the question paper.

G23.2.2 THE ROLE OF THE HEAD OF DEPARTMENT

- In the case where there is a common paper, the Heads of Departments are responsible to ensure that subject Lecturers/Examiners in all Sites/Campuses take joint ownership and responsibility for the quality and content of the examination paper.
- The Head of Department is responsible to ensure that Examiners/Lecturers adhere to security rules and enforce adherence to such rules.

G23.2.3 THE ROLE OF THE CHIEF EXAMINATIONS OFFICER

- The Chief Examinations Officer is responsible for maintaining security and confidentiality in the Examination Office when the copying of the examination papers is done at the Examinations Office and when examination papers are dispatched from the Examination Office.
- The Chief Examinations Officer is accountable for copying the examination papers, storing them and dispatching them to examination venues.
- The Examination staff should check and sign for question papers received and keep a record of each examination paper submitted.
- The question papers that are sent to External Examiners/Moderators are facilitated at Examinations Office. These question papers should be placed in sealed plastic envelopes and delivered by courier services.
- Printing of examination papers should be only done by the staff of the Examination Section.

- The Examination Section should ensure that a minimum of two people is required for the printing of examination papers to ensure that a second count of printed examination papers takes place.
- Printer readings should be recorded and kept for each subject printed and balanced to the quantity that was requested.
- The process of copying examination papers should be supervised at all times.
- Care must be taken that all copies of examination papers are removed from the copier.
- The Examinations Officers should ensure that spoilt examination papers are shredded.
- All examination question papers should be stored in the strong-room.

G24 ADMISSIONS TO EXAMINATIONS

- G24.1 The students will only be permitted to write an examination on a course/module if:
- (i) They are officially registered for the course/module according to University records.
 - (ii) All prescribed fees have been paid by the due dates (see the fees regulations).
 - (iii) They satisfy the individual course/module and additional requirements for the completion of semester/year mark for entry to the examination.
- G24.2 A student shall not be admitted to the examination at the end of a course unless he/she has obtained a semester or year mark of at least 40%.
- G24.3 In order to complete a course, a student shall obtain at least 40% of the marks in every paper of the examination, and;
- G24.4 At least 50% of the total marks for the semester/year mark and the examination combined.
- G24.5 A student who obtains 75% of the marks at the first attempt in a course/module shall be awarded a pass with a distinction in that course/module.
- G24.6 An examination will include a written test comprising of one or more papers as determined by Senate and may also include a practical or oral test or both.
- G24.7 Any change of marks after the results have been published shall only be considered by the Head of Examination and only on the basis of:
- G24.7.1 Substantial evidence of the change from the Dean
 - G24.7.2 Written permission from the Registrar.
- G24.8 The head of department, in consultation with the examiners, may require borderline students to be condoned from a 39% examination mark to 40%, a 49% final mark to 50% provided the student obtains a minimum of 40% in the exam, and from 74% to 75% to obtain a distinction or cum laude if it is the first attempt in a course/module.

G24.9 In the event of a pass mark:

G24.9.1 In the event of a pass mark from the internal examiner and a fail mark from the moderator or external examiner, an average between the two marks will be calculated to determine the final results of the candidate but subject to a subminimum mark of not less than 45% awarded by the moderator or external examiner.

G24.9.2 In the event of a pass mark from the moderator or external examiner and a fail mark from the internal examiner, an average between the two marks will be calculated to determine the final results of the candidate but subject to a subminimum mark of not less than 45% awarded by the internal examiner.

G24.10 A student shall only sit for his/her examination at the examination centre for which he/she has been registered.

G24.11 In exceptional circumstances, a candidate shall apply in writing to the Registrar five (5) working days prior to examinations for permission to write at a venue where the candidate has not been registered.

G24.12 A student who has failed in a subject which is the last outstanding requirement for his/her instructional programme may be granted permission at the end of a subsequent academic semester/year to write the main examination without re-attending the subject concerned provided that he/she registers for the subject and pays the prescribed fees.

G25 SUPPLEMENTARY EXAMINATIONS

G25.1 A student shall be admitted to supplementary examinations in a course/module provided he/she has obtained an examination mark of at least 40% and a final mark of between 40% and 49% or subject to faculty rules and regulations.

G25.2 A student shall be admitted to supplementary examinations in a course/module provided he/she has obtained an examination mark of at least 40% and a final mark of between 40% and 49% or subject to professional bodies' rules and regulations.

G25.3 The supplementary examinations may be written at the end of each semester/year.

G25.4 A student who qualifies for a supplementary examination in terms of G25.1 shall write the entire supplementary examination. However, if his/her final mark based on the original examination is at least 50%, only those papers in which the sub-minimum has been failed need to be written.

G25.5 All examinations including Aegrotat, supplementary and special examinations, shall be held at times determined by Senate.

G26 AEGROTAT EXAMINATIONS

G26.1 A student who is prevented from writing one or more papers by illness or family circumstances such as the death or serious illness of a relative during the examination

period, may be permitted by the Registrar (or an officer designated by him/her) to present him/herself for an aegrotat examination, provided satisfactory evidence of such circumstances is produced.

G26.2 Permission in terms of sub-regulations G25.1 will not be granted to a student whose application fails to reach the Registrar within five (5) days after the final date of the examination.

G26.3 Permission in terms of sub-regulation G26.1 will not be granted to a student who fails to write a supplementary examination for any other reason.

G26.4 A student who is granted an aegrotat examination shall be required to write all the papers in the course concerned.

G26.5 Aegrotat examinations shall be written during supplementary examinations.

G27 SPECIAL EXAMINATIONS

G27.1 The following terms and conditions will apply for admission to Special Examinations:

G27.1.1 The candidate must require 1 (one) instructional offering/module to be completed from the prescribed curriculum of the qualification for which he/she registered in the final year.

G27.1.2 The candidate should have written the examination in the subject/module at this institution and failed in the previous examination cycle.

G27.1.3 The candidate must apply for the Special Examination on the application form obtainable from the Examinations Department.

G27.1.4 Application for a Special Examination must be submitted on or before the dates as reflected in the University prospectus, to the Head of Department.

G27.1.5 All Special Examination procedures are subject to the normal moderation process.

G26.1.6 No Special Examination will be granted for continuous evaluation instructional offerings.

G27.1.7 A student shall be allowed to write Special Examinations once only.

G27.1.8 Those students who fulfil the requirements of sub-regulations G27.1.1 to G27.1.7 should obtain a 50% pass mark in the special examination in order to pass the course. The year/ semester mark of the student will be disregarded in the calculation of the final mark for Special Examinations candidates.

G28 ACCESS TO EXAMINATION SCRIPTS (VIEWING OF SCRIPTS)

G28.1 A student may upon written application to the Head of Examinations and payment of

the prescribed fee within 30 days of the publication of results request to view his/her examination script/s for any subject.

G29 RE-MARKING

- G29.1 A student may upon written application to the Registrar and payment of the prescribed fee within 30 days of the publication of the results, request remarking of his/her examination scripts for any courses/modules. The result of such a remarking shall be final. In the event of a student being successful he/she shall be refunded the fee paid.
- G29.2 The remarking shall be done by person/s to be appointed by the Executive Dean in consultation with the head of the department concerned. Such a person should not have been involved in the original marking of the script. Remarking shall not be permitted for papers in which external examiners are involved.

G30 AWARDING OF QUALIFICATIONS

- G30.1 In order to satisfy the requirements for the conferment of a degree, diploma or certificate a student must satisfy all the requirements for obtaining such a qualification, as prescribed by the Rules.
- G30.2 A degree may be conferred and a diploma or certificate awarded in absentia or posthumously.
- G30.3 Only the Registrar may issue a letter of confirmation that a qualification has been completed.

G31 AWARDING OF DEGREES, DIPLOMA AND CERTIFICATE CUM LAUDE

- G31.1 The degree, diploma and certificate shall be awarded cum laude if a candidate complies with the following requirements:
- G31.1.1 The curriculum prescribed for the degree, diploma and certificate must be completed in the minimum prescribed period.
- G31.1.2 None of the courses/modules prescribed in the curriculum must have been failed or passed on a second attempt.
- G31.1.3 The average mark obtained in all courses/modules in the candidate's prescribed curriculum must be at least 75%. Only courses/modules passed at WSU will be considered in this calculation.
- G31.1.4 The average of courses/modules at the exit level of the qualification must be at least 75%.
- G31.1.5 Marks obtained at another institution in respect of exemption credits will not be considered in the calculation.
- G31.1.6 The candidate must have completed at least 80% of the prescribed courses/

G32 EXAMINATIONS WITH A DEFERRED SEMESTER/YEAR MARK

- G32.1 A student who fails in an examination may in the following year be permitted by the Head of the Department concerned, with the approval of the Dean, to present himself/herself for re-examination at the end of the academic year/semester without re-attending the course concerned, provided that the Head of the Department concerned shall require:
- G32.1.1 That the previous semester/year mark obtained by the student in the course/module shall apply in respect of the subsequent year/semester of study.
 - G32.1.2 In any event, such student should register for the course and pay the prescribed fees.
- G32.2 The decision of the Head of Department made in terms of sub-regulation G32.1.1 shall be final and the student concerned shall be informed thereof in writing before the final date for change in curricula.

G33 EXEMPTIONS

- G33.1 Senate may, subject to such conditions as it may lay down, exempt a student from a course if he has obtained credit for the same or an equivalent course towards another degree, diploma or certificate of the University, provided that no such student shall be admitted to a degree, diploma or certificate unless:
- G33.1.1 He/she has passed approved courses for the degree, diploma or certificate for at least one-half (50%) of the minimum total number of courses prescribed for the qualification. No credits will be given for final level courses. Credits for first and second level courses will be given by Senate on the recommendation of the Head of the Department. The Dean of the Faculty may in exceptional cases recommend a waiver of any or part of the rule to Senate.
 - G33.1.2 He/she shall have passed such examinations as Senate may determine; and
 - G33.1.3 He/she shall have complied in all other respects with the requirements for the qualification.
- G33.2 The onus shall be on the student to submit to the Faculty an authentic statement of credits obtained elsewhere, complete an application form and pay the prescribed fees.
- G33.3 Senate may permit a student to graduate with another related qualification where:
- G33.3.1 The student has obtained credit for some but not all the courses required for a qualification.
 - G33.3.2 He/she has also, where necessary (in terms of regulation G10.2 or otherwise), accumulated additional credits valid for the related qualification.

G33.3.3 All the credits can be combined in a way that fulfils the requirements for the related degree provided that if such a student later decides to continue with the original qualification he/she shall do so in terms of regulation G33.1.

G32.3.4 The University recognises the credit/s obtained from another recognised higher education institution and not the assessment marks obtained from that institution.

G34 CREDIT

G34.1 Subject to any provision to the contrary, a student shall obtain credit for every course completed by him/her, provided that the regulations for a qualification may lay down that a student may not proceed to the second or subsequent year of study in any particular subject or in any subject whatever until he has completed the minimum number of courses prescribed for the purpose.

G34.2 Credits that are more than 10 years old shall not be recognised. This rule applies to all Non-exit and Exit level subjects/ credits.

G35 DETERMINATION OF LEVEL OF STUDY

G35.1 This will be determined in accordance with progression rules as prescribed by the Department.

G36 VIOLATION OF EXAMINATION RULES AND REGULATIONS

G36.1 All students are compelled to abide by the Examination rules and regulations contained on the cover of each answer book.

G36.2 Before the start of every examination session the Chief Invigilator shall read out these rules to the candidates.

G36.3 Any student who fails to comply with the provisions of the examination rules and regulations shall be called to a disciplinary hearing which shall be held before the publication of results.

GENERAL EXAMINATION RULES AND REGULATIONS FOR POSTGRADUATE PROGRAMMES

HONOURS DEGREES

G37 EXAMINATION

G37.1 The Honors examination shall be:

G37.1.1 A form of written examination and/or a practical examination and a research paper; and

G37.1.2 Such examinations as are required to satisfy regulations G24 and rules on remarking.

G37.2 The examination shall be held at the end of each academic year or semester in which the course or part of it is taken.

G37.3 A semester/year mark may be awarded in each paper/module. If awarded, a semester/year mark of 40% in a paper/module shall enable a candidate to sit for an examination in that paper.

G37.4 The contribution of semester/year mark in a module shall not exceed 60% of the final mark in that module.

G37.5 Contribution of the research paper to the Honours Degree will be 25% of the total academic credits.

G37.6 A research paper shall be examined by at least one internal examiner, who must not be the supervisor, and one external examiner approved by Senate.

G37.7 The number of hard and electronic copies, the research paper structure and other requirements will be similar to those under rule G41 and G48 except that the words 'dissertation' and 'master of' will be substituted by words 'Research Paper' and 'Honours' respectively wherever applicable.

G37.8 The candidate should have obtained at least 50% from the external examiner for the research paper. The final average mark will be calculated by equal weight to the internal as well as to the external assessment.

G37.9 Rule G40 below also applies to Honours degree

G37.10 Rule G48.3 on Plagiarism Declaration and Rule G51 apply to Honours research papers.

G38 CUM LAUDE

The Honours degree of Bachelor shall be conferred cum laude on a candidate who obtains an average of 75% of the marks in the examination for this degree provided that the candidate has completed the degree in the minimum permissible time and has not written any supplementary examinations or failed any paper/module.

G38.1 EXCEPTIONS

Any exception to, or modification of, the above regulations shall be approved by Senate.

MASTER'S DEGREE

G39 EXAMINATIONS

G39.1 A candidate shall either:

G39.1.1 Submit a dissertation on an approved topic (this is a 'Master's by dissertation');

or

G39.1.2 Submit a mini-dissertation in addition to completing a prescribed number of written papers/modules and a maximum of four written papers/modules (this is a 'Coursework Master's'). The mini-dissertation component shall not be less than 50% of the total credits for the degree.

G39.2 Regulations governing semester/year marks, sub-minimum and pass mark, as stipulated for the Honours degree, shall apply in the case of a Coursework Master's (that is, Master's obtained by coursework and mini-dissertation).

G39.3 A mini-dissertation shall be examined by one internal examiner, who must not be the supervisor, and one external examiner approved by Senate. Where a suitable internal examiner cannot be identified within the University, an additional external examiner shall be appointed. The names of the examiners may not be disclosed to students until the completion of the examination process, and subject to the examiners' full consent. Every effort must be made to ensure that there is no conflict of interest in the entire examination process, including in the nomination and appointment of examiners. Each examiner must award a minimum mark of 50% in order for the mini-dissertation to qualify for a pass. The suggestions of both the external examiner and internal examiner must be factored into the revisions to improve the final research output. The final mini-dissertation mark will be averaged, by equal weight, with the final coursework mark to obtain the final mark for the degree.

G39.4 A dissertation shall be examined by a panel of examiners.

G39.5 For a dissertation, the panel of examiners must be made up of two external examiners and non-examining chairperson. The external examiners must not be from the same institution and must be approved by Senate. The names of the examiners may not be disclosed to students until the completion of the examination process, and subject to the examiners' full consent. Every effort must be made to ensure that there is no conflict of interest in the entire examination process, including in the nomination and appointment of examiners. Each examiner must award a minimum mark of 50% in order for the dissertation to qualify for a pass. The suggestions of both examiners must be factored into the revisions to improve the final research output. The non-examining chairperson should be an experienced permanent senior member of the department; or the Head of a department in the Faculty other than the department that hosts the qualification, or the Dean of the Faculty.

G39.6 The supervisor may not be a member of the examining panel (with the exception of a viva voce) but must submit a supervisor's non-evaluative report to the Non-examining Chair (NEC) after the dissertation has been submitted for examination.

G39.7 For external examination purposes, the dissertation or mini-dissertation is to be transmitted to the Examination Office through the Postgraduate Office, for onward transmission to the external examiners. The Examination Office is the only authorised entity to transmit the dissertation or mini-dissertation to external examiners.

G39.8 All examiners' reports are to be transmitted from examiners (both internal and

external, as applicable) to the Examination Office, or a designated person, and from the Examination Office to the supervisor/Department via the Faculty.

- G39.9 The Examination Office, Postgraduate Office or designated person, shall not release any examination reports to the Faculty or supervisor/Department until all the reports (both internal and external, as applicable) have been received from the examiners.
- G39.10 The same examiner shall not be appointed to examine a dissertation or mini-dissertation more than three times in a given examination cycle.
- G39.11 Ex-employees or graduates of the University shall not be eligible to serve as external examiners within the first three years of their leaving the University.
- G39.12 Research Associates and other individuals with direct affiliation to the University will not be eligible to serve as external examiners.

G40 RE-EXAMINATION

- G40.1 Except by permission of Senate a candidate may not present himself/herself for examination more than twice.

G41 SUBMISSION OF MINI-DISSERTATIONS AND DISSERTATIONS

- G41.1 A candidate wishing to receive his/her degree at a particular graduation ceremony shall notify the Registrar not later than a date two weeks before the last faculty meeting of the preceding year of his/her intention to submit his/her dissertation, and shall submit it not later than 31 December of that year, or, by special permission of the Head of the Department, not later than 31 January, provided that this does not constitute a guarantee on the part of the University that the dissertation will have been examined in time for the ensuing graduation ceremony, provided further that the whole examination process (including Senate approval) will have been completed by 31 March.
- G41.2 A candidate shall not submit a mini-dissertation or a dissertation unless it is accompanied by a written declaration by the supervisor in which permission is granted to lodge the dissertation or mini-dissertation, unless there is an acceptable reason for submitting without the supervisor's permission, in which case the matter should be escalated to the Faculty Higher Degrees Committee via the Head of Department.
- G41.3 For examination purposes a higher degree candidate shall present the mini-dissertation, dissertation or thesis (with proof that it has been duly checked for plagiarism) in triplicate. After approval of the mini-dissertation, dissertation or thesis and before conferment of the degree, the candidate shall submit one electronic copy (CD, DVD or flash stick) labelled appropriately. In other words, no physical copy of the mini-dissertation, dissertation or thesis is required after approval.
- G41.4 Rules G48.3 and G51 also apply to Master's degree.

G42 DISSERTATION STRUCTURE

- G42.1 A dissertation shall, unless exemption is granted from this requirement, be typed in double spacing and be stoutly bound. See Postgraduate Manual for formatting style of cover page.
- G42.2 The title page of a dissertation shall bear the following inscription:
- 1.(Full title of dissertation)
 - 2.(full name of candidate)
 - 3.(Student Number)
 - 4.Submitted in fulfilment/partial fulfilment of the requirements for the degree of Master ofin..... (name of subject) at the Walter Sisulu University
 - 5. Supervisor.....
 - 6. Year submitted..... (see Postgraduate Manual for example)
- G42.3 A dissertation which has previously been submitted for a degree at another university shall not be accepted.
- G42.4 A candidate shall submit, together with his/her dissertation, a copy of every dissertation previously submitted by him/her for another degree, whether it was accepted or not.
- G42.5 A dissertation shall not be approved unless it provides proof of the candidate’s acquaintance with the methods and techniques of research. The language must be correct and the technical workmanship satisfactory.

G43 CUM LAUDE

A Master’s degree may be awarded cum laude to a candidate who has obtained 75% and above in the final result

G44 PUBLICATION

If, at the date of presentation, a portion of the dissertation submitted has not been published, or is not being published in a manner satisfactory to the University, the University shall have the right to reproduce the work, in whole or in part, for purposes of research. The University may waive this right, provided that the candidate makes arrangements for publication of the work in a manner satisfactory to the University.

DOCTORAL DEGREE

G45 HOW THE DEGREE MAY BE OBTAINED

- G45.1 The degree may be obtained by means of a thesis on an approved topic completed under the guidance of a promoter appointed by Senate.

G46 EXAMINATION

- G46.1 A candidate may be required to present him/herself for an examination comprising a prescribed number of written modules/papers.
- G46.2 A candidate admitted in terms of regulation G45.1 shall submit a thesis on the approved topic and, if so prescribed in the regulations of the faculty or required by the examiners, present himself for an oral or written examination on the subject of his/her thesis or in the relevant subject as a whole.
- G46.3 A candidate admitted in terms of regulation G45.1 shall submit his/her publication, in which the rules relating to the submission of a thesis shall apply, with necessary changes.
- G46.4 A candidate may not submit a thesis unless his/her promoter has reported to Senate that he/she is satisfied with the candidate's knowledge of the subject as a whole.
- G46.5 Senate may require a candidate to attend and, by examination, to complete a programme of study before he/she may submit his/her thesis.
- G46.6 A thesis shall be examined by a panel of examiners.
- G46.7 The panel of examiners for a thesis must be made up of three external examiners, none of whom shall be the thesis supervisor, and a non-examining chairperson. The three external examiners and the non-examining chairperson must be approved by Senate. The appointment of the three external examiners must adhere to the principles of diversity in terms of geographical location, gender and institution. At least one of the examiners, but not more than two, must be based outside South Africa. No two external examiners may be based in the same country or in the same institution. All three examiners must award the thesis a pass for it to be deemed to have met the requirements for the award of the degree. The suggestions of the external examiners must be factored into the revisions to improve the final research output.
- G46.8 The supervisor may not be a member of the examining panel (with the exception of a viva voce) but must submit a supervisor's non-evaluative report to the NEC after the thesis has been submitted for examination.
- G46.9 Except by permission of Senate, a candidate may not present himself/herself for examination more than twice.
- G46.10 For external examination purposes, the thesis shall be transmitted to the Examination Office through the Postgraduate Office, for onward transmission to the external examiners. The Examination Office is the only authorised entity to transmit a thesis to external examiners.
- G46.11 All examiners' reports are to be transmitted from examiners to the Examination Office, or a designated person and from the Examination Office to the Postgraduate Office, and to the supervisor/Department via the Faculty.

- G46.12 The same examiner shall not be appointed to examine a thesis more than three times in a given examination cycle.
- G46.13 Ex-employees or graduates of the University shall not be eligible to serve as external examiners within the first three years of their leaving the University.
- G46.14 Research Associates and other individuals with direct affiliation to the University will not be eligible to serve as external examiners.
- G47** Except by permission of Senate, a candidate may not present himself/herself for examination more than twice. The suggestions of the external examiner who failed the student, in addition to those of the examiners who passed the student, must be factored into the revisions to improve the research output.

G48 SUBMISSION OF THESIS

- G48.1 A candidate wishing to receive his/her degree at a particular graduation ceremony shall notify the Registrar, through the Postgraduate Office, on a date no later than two weeks before the last faculty meeting of the preceding year of his/her intention to submit his/her thesis, and shall submit it not later than 31 December of that year, or by special permission of the Head of the Department, not later than 31 January, provided that this does not constitute a guarantee on the part of the University that the thesis will have been examined in time for the ensuing graduation ceremony, provided further that the whole examinations process (including Senate approval) will have been completed by 31 March.
- G48.2 For examination purposes a candidate shall present the thesis in triplicate. After approval of the thesis, and before conferment of the degree, the candidate shall submit one electronic copy (CD, DVD or flash stick) appropriately labelled. In other words, no physical copies of mini-dissertation, dissertation or thesis are required after approval.
- G48.3 When submitted, a thesis shall be accompanied by a plagiarism declaration (see WSU Procedures for Postgraduate Programmes Policy) by the candidate as to the extent to which it represents his/ her own work, both in concept and execution. A text-matching report evidencing the plagiarism declaration shall be kept by the Department.

G49 THESIS STRUCTURE

- G49.1 A thesis shall, unless exception is granted from this requirement, be typeset in double spacing and be stoutly bound.
- G49.2 The title page of a thesis shall bear the following inscription (see Postgraduate Manual for formatting style of the cover page):
 - 1. (full title of thesis)
 - 2. (full name of candidate)
 - 3. (Student Number)
 - 4. Submitted in fulfilment of the requirements for the degree of Doctor of.....

(Name of the subject) at Walter Sisulu University.

5. Supervisor.....
6. Year submitted (see Postgraduate Manual for example)

G49.3 A thesis which has previously been submitted for a degree at another university shall not be accepted.

G49.4 A candidate shall submit together with his/her thesis, a copy of every dissertation or thesis previously submitted by him/her for another degree, whether it was accepted or not.

G49.5 A thesis shall not be approved unless it provides proof of original work by the candidate and constitutes a distinct contribution to the knowledge of, and insight into, the subject.

G50 PUBLICATION

If, at the date of presentation, a portion of the thesis submitted has not been published, or is not being published in a manner satisfactory to the University, the University shall have the right to reproduce the work, in whole or in part, for purposes of research. The University may waive this right, provided that the candidate makes arrangements for publication of the work in a manner satisfactory to the University. For further information on general regulations for Post-Graduate see the guide to Higher Degree studies.

G51 RESEARCH PAPER, DISSERTATION AND THESIS DIGITAL COPIES TO THE LIBRARY

G51.1 One electronic copy of the thesis, dissertation or mini-dissertation must be submitted to the Academic Department and Postgraduate Office for onward submission to the Library via the Faculty before graduation. No physical copy is required.

G51.2 The Postgraduate Office should have approved the format as conforming to the guidelines in the Procedures for Postgraduate Programmes Policy.

G52 CERTIFICATION

G52.1 A final year student shall apply for his/her qualification certificate to the Faculty Officer at the beginning of October of the preceding year and before the end of February of the following year.

G52.2 Admissions and Registration Unit shall verify Senior Certificates of undergraduates and diploma/degree certificates of postgraduates for each graduand.

G52.3 All certificates shall be issued to graduates upon receipt of a clearance from the Department of Finance.

G52.4 A fee for graduating in absentia shall be paid upon collection of certificates after graduation.

G53 CERTIFICATE OF ENDORSEMENT

- G53.1 A certificate of endorsement shall be issued in lieu of a lost original certificate.
- G53.2 The following documents shall be required before printing of the certificate:
 - G53.2.1 An application form
 - G53.2.2 An affidavit from the Commissioner of Oaths
 - G53.2.3 Payment of the prescribed fee and
 - G53.2.4 Certified copy of the identity document.

G54 CHANGES TO CERTIFICATES

- G54.1 Changes to name, surname or Identity number on the certificate will only be effected upon receipt of an application form accompanied by a certified copy of ID and an affidavit from the Commissioner of Oaths.
- G54.2 Such change should be effected by the Admissions and Registration unit first, before reprinting of the certificate is done.

G55 WITHDRAWAL OF CERTIFICATE

Any certificate, diploma, degree, academic record or examinations results that have been erroneously issued by the University will not be valid.

RULES AND REGULATIONS REGARDING FEES**1. METHODS OF PAYMENT****1.1 Cash Payments**

The University no longer accepts any cash payments at the cashier's windows (for security reasons). Students are, therefore, requested not to attempt to make cash payments.

1.2 Bank Deposits and Electronic Funds Transfer

Fees should be paid directly into the University bank account below, either by cash deposit or electronic funds transfer (EFT):

- Bank: FNB
- Account name: WSU Student Fees Account
- Account type: Current
- Account No. 52640012812
- Branch code: 210521
- Receptient ref: (Student number) – no spaces or extra characters

Students are requested to use the **correct reference (student number)** when making a deposit or an EFT. Failure to use the correct reference number will result in the University not being able to allocate the funds deposited into a student's account automatically. This will cause delays in financial clearance and/or registration. Students are also advised that deposits which are not made to this account will take longer to process. To avoid delays, students are urged to use the designated account for student fees.

Please note that no cash should be paid to any University official. The University will not be held liable for any loss as a result of cash paid to University officials in contravention of this notice.

The University **will no longer accept proof of payments** (bank deposit slips and ATM deposit slips) to provide financial clearance as these have been fraudulently used in prior years. The University has made arrangements for direct deposits to the University's FNB account as well as EFTs from FNB to reflect on student accounts within 15 minutes of a deposit (if the correct reference is used). However, EFTs from banks other than FNB may take up to 2 business days to clear to the University's bank account. Students are, therefore, requested to make payments at least two days prior to registration to avoid delays.

Payments by foreign students must be made in Rand and deposited into the University Bank Account. Provision should be made for bank costs – get guidance from enquiries.

1.3 Cheque Payments

Cheques are no longer accepted as a payment method.

1.4 **Credit Cards**
Credit card payments (Visa or Master Card) can be done at the cashier's window. However, please check the credit card expiry date and produce valid identification when making payment. Credit card payments are discouraged. Students are requested to make direct deposits as per 1.2.

1.5 **Postal Orders and Telegraphic Postal Orders**
This method of payment is not accepted as a method of payment.

1.6 **Letters of Authority and Bursaries**
A letter of authority applies to cases where fees are paid by a sponsor. A sponsor is any person granting a loan or bursary to a student. In the event of a sponsor not paying, the student will be held liable for fees and any other penalties that may arise (because the contract, after all, is between the University and the student). The University does not involve itself in disputes between sponsor and beneficiary.

The following shall apply to letters of authority:

- The University will only accept letters of authority from approved sponsors. For private sponsors and sponsors without MoAs with the University, the University will require the sponsor to sign a surety / acknowledgement of debt.
- Letters of authority for loans and bursaries should be original documents (photocopies or faxes are not acceptable), signed by an authorised signatory.
- The letter of authority should be sent directly to the University to bursaries@wsu.ac.za. The University will not accept the letter of authority from students.
- Mere proof of application for a loan or bursary is NOT acceptable, nor sufficient for the purposes of registration.
- Whenever possible, these letters from employers/bursars should include an indication of what is covered by the funds, e.g. tuition, residences, books, meals, international students levy, etc.

Students should note that where funders have not honoured prior year commitments to the University, the University will not allow students to register in the new year until the prior year obligations have been settled.

2. **FINANCIAL CLEARANCE AND ONLINE REGISTRATION**

Students who have confirmed funding from NSFAS or other funders with no outstanding debt will be financially cleared to register on the online registration system without the need to go to the FAB (Financial Aid Bureau) or Student Fees for financial clearance. The University will contact students who are provisionally funded and are required to sign an acknowledgement of debt. All other students will be required to pay MIP (Minimum Initial Payment) and/or a portion of the outstanding debt as per the Minimum Payment Schedule to be cleared to register.

Students that qualify for financial aid should apply to NSFAS for funding by 30 November 2020. Students that do not have confirmed funding from NSFAS will be treated as self-funded students who will be expected to pay MIP.

3. **REGISTRATION AND LATE FEES**

All students shall pay the following Administration Fees (Non-refundable) upon registration and any other fees as determined by the University.

- SRC Fees
- Copyright Fee
- Sport and Culture Fee
- Student Insurance Fee
- Emergency Services

4. **TUITION FEES**

A tuition fee is determined per Course.

5. **RESIDENCE FEES**

The University has two types of residences, i.e WSU-owned residences and leased residences. WSU-owned residence fees are charged per room type, i.e single room or double room; leased residence fees are charged at negotiated prices with the landlords.

6. **METHOD OF PAYMENT OF FEES (TUITION FEES)**

6.1 Fees can be paid at the bank. A 5% discount is offered for the full settlement of fees upon registration for the year.

6.2 Payment Structure

| MONTH | SEMESTER COURSE | YEAR COURSE | SPONSORED/ BURSARY |
|-----------|--|--|--------------------------------------|
| March | Initial payment – equal to 25% of Total fees | Initial payment - equal to 30% of Total fees | Presentation of letter of commitment |
| April | 25% of remaining total debt | 10% of remaining total debt | |
| May | 25% of remaining total debt | 10% of remaining total debt | |
| June | 25% of remaining total debt | 10% of remaining total debt | 25% of fees |
| July | | 10% of remaining total debt | 25% of fees |
| August | | 10% of remaining total debt | 25% of fees |
| August | Initial payment – equal to 33% of Total fees | 10% of remaining total debt | 25% of fees |
| September | 33% of remaining total debt | 10% of remaining total debt | |
| October | 33% of remaining total debt | | |
| TOTAL | 100% | 100% | 100% |

N.B. all fees for the 1st Semester must be paid by end June and the balance MUST be settled by end October.

- 6.3 Please note that no student will be allowed to register without payment of the Minimum Initial Payment (MIP), except for those with proof of 100% sponsorship or NSFAS funding.
- 6.4 A student who has historic debt will not be allowed to register until the minimum payment towards outstanding debt has been paid. The MIP schedule will be published after approval by Council.

7. RULES REGARDING LATE OR NON-PAYMENT OF FEES

- 7.1 A student shall be fully liable for all fees payable by him/her in terms of these regulations.
- 7.2 All fees must be paid as outlined in 6.1 and 6.2 above. Failure to do so could have the following consequences:
- 7.2.1 The University reserves the right to refuse utilisation of facilities.
- 7.2.2 Exclusion from lectures.
- 7.2.3 The University reserves the right to refuse admission to examinations, or
- 7.2.4 Not issuing of certificates of any description, or
- 7.2.5 Refusal of future registration at the University unless the outstanding balance is paid in full, or
- 7.2.6 Any such other action as it is deemed appropriate.
- 7.3 In all above instances, outstanding fees will still be payable.
- 7.4 If a student has not paid his/her fees and is admitted to write examinations, due to an administrative error or for any other reasons, his/her examination results will be withheld until such outstanding fees are paid.
- 7.5 A student will be a fully-fledged student of Walter Sisulu University once he/she complies fully with the University requirements as stipulated in the prospectus. One of the requirements is the settlement of fees.
- 7.6 The University reserves the right to hand over (without any further notice) all outstanding fees to Debt Collectors for collection. If this happens, no student will be allowed re-registration until all outstanding debt is paid in full.

8. RULES REGARDING REFUNDING OF FEES

- 8.1 If a student obtains funds from other sources which are more than sufficient to cover all fees, refunds to students may be made only at the end of the academic year and to the extent allowed by the funder.

- 8.2 In cases where payment is made by the sponsor or donor a **WRITTEN** authorisation from the sponsor for refund will be required.
- 8.3 Funds for other purposes, e.g. text books or living expenses, may be withdrawn upon the submission of request (once the funds have been credited to the fee account) and authorised by the sponsor.
- 8.4 Student identity cards must always be produced at the Student Fees Accounts Section and Cashiers' Counters.
- 8.5 Students must complete a Course Amendment form (i.e. cancelling or adding courses or changing degree/s) and submit it to the Faculty Office. Course fees will be adjusted accordingly, as per regulations governing cancellation or changes.
- 8.6 No refunds will be given to NSFAS students having credit balances on their account. All credit balances will be returned to NSFAS as a first repayment on the loan or as a credit on the bursary allocation.

9. CANCELLATION (DEREGISTRATION)

- 9.1 The administration fee (i.e. Registration Fee, SRC Fee, Sport & Culture Fee, Student Insurance Fee and Copy Right Fee) shall under no circumstances be refunded to students. This is to cover administrative expenses for registration.
- 9.2 In order to cancel a course, a student must formally cancel with the Faculty Office by completing a cancellation form (which must be in duplicate and the student must keep a copy). Should a student not do so formally, he/she will be held responsible for the full outstanding fees plus finance charges and collection costs.

9.3 Cancellation Credits

The following credits apply when a student cancels a subject:

| | | | |
|-----------|-----------------------------------|---|-------------|
| a. | First Semester Programme: | Within one month of the start of the First Semester | 100% credit |
| | | Within two months of the start of the First Semester | 40% credit |
| b. | Second Semester Programme: | Within one month of the start of the Second Semester | 100% credit |
| | | Within two months of the start of the Second Semester | 40% credit |
| c. | Year Programme: | Within one month of the start of the academic year | 100% credit |
| | | Within two months of the start of the academic year | 40% credit |

Any courses cancelled after these dates will not attract any credit.

10. STUDENT RESIDENCES (HOSTELS)

- 10.1 Fees for leased residences are payable in FULL regardless of whether the facilities being provided are interrupted by factors beyond the University's control, e.g. strikes, student boycotts, civil unrest and any disruption on campus. All students must obtain financial clearance for residences, prior to moving into residences.
- 10.2 Fees for owned residences are payable as per the MIP schedule provided a student has no outstanding fees from the prior year (i.e. the student has honoured prior year repayment commitments)
- 10.3 Residence fees are charged for the academic year. Students should vacate their rooms during vacation in June and at the end of academic year.
- 10.4 Applications for residences are to be done online through the University website.
- 10.5 Room allocation will only be done when the financial clearance is produced by the student.
- 10.6 In the event of withdrawal from residence, residence fees will be charged on a pro-rata basis.
- 10.7 Students who require accommodation in University residences during long vacations i.e. June/July and December/January or for any other reasons, must make satisfactory arrangements for the payment of additional residence fees PRIOR to being admitted to the residences. This is subject to the proper support of approved student participation events.

11. ALLOWANCES

For students that are provisionally funded, allowances for meals, books and other purposes are loaded on Intellicard at the beginning of the year.

When a student becomes unfunded, no further payment allowances will be made to the student. For administrative reasons, allowances charged but not paid will be reversed from the student account at the end of the year.

In line with NSFAS guidelines, the University will recover the cost of devices issued to students in 2020 from the 2021 book allowances. The University will also recover the cost of devices issued to students in 2020 from the 2021 book allowances for bursary-funded students.

Self-funded students will be required to pay for the cost of the device in instalments over the remaining period of study.



SECTION SIX

ACADEMIC DRESS AND REGALIA

The antique silver, embossed Academic Seal depicting the face of Walter Sisulu, after whom the University was named, has been adopted exclusively for academic purposes such as Graduation. It appears on the degrees and diplomas awarded to graduates of WSU and is incorporated into the Academic Dress and Regalia used at Graduation.

A graduand shall not be allowed to wear a hood of a qualification that is not being awarded to him/her in the graduation ceremony.

All graduands must settle their outstanding fees before graduation in order to receive certificates during graduation.

The seal carries three words which depict three significant values which were embraced by Walter Sisulu and which consequently, underpin the values embraced by WSU:

- **Excellence**
- **Wisdom**
- **Integrity**

The seal also features on some of the Academic Regalia used at Graduation. A range of different gowns with symbolic meaning is worn by the academics and dignitaries who attend graduation and all graduands wear WSU academic dress on being capped by the Chancellor. The WSU corporate colours of black, white and silver form the foundation for academic regalia whilst the twelve faculties can be identified by their own specific colours.

Birch's is the only approved and authorised supplier of WSU Academic Regalia. A single supplier is selected to ensure consistency in quality and the correct application of the WSU brand.



SECTION SEVEN

GENERAL INFORMATION ON LIBRARY SERVICES

WSU library is made up of twelve library sites that spread across WSU's four campuses that are located at Butterworth, East London, Komani and Mthatha. There are site libraries at Buffalo City (Potsdam, College Street, Chiselhurst, Cambridge Street and the newly established Phyllis Ntantala Collaborative which is a WSU institutional digital library located on the third floor of a library building shared between UFH (first floor), UNISA (second floor) and WSU (third floor). The three site libraries at the Mthatha campus are (Sasol, Medical and Zamukulungisa); two sites at Komani (Whittlesea and Grey Street libraries) and one at the Butterworth campus (Ibika library). WSU libraries have a close relationship and also share the library system and certain electronic databases with the 28 local health resource centers that are located (from Port Elizabeth, Queenstown, East London and Mthatha to Lusikisiki).

MEMBERSHIP:

Membership is free for all the categories of library users listed here below, except for external borrowers. Membership commences immediately after library registration. For students, membership expires immediately after the annual examinations of each year or when a student discontinues his/her course of study during the course of the year. Membership for staff and external borrowers expires at the end of each academic year. Membership to the external borrowers is subject to approval by the Deputy Director – Campus Library. The WSU staff or student identity card must be produced at all times when services from the library are required. Prospective external library members will pay a non-refundable fee of R300.00 that is reviewed annually. External borrowers will produce an Identity Document (ID) for all their library transactions.

Membership is grouped according to the following categories:

- The Chancellor
- Academic Staff (Full-Time or Contract and Temporary Staff)
- Administrative Staff (Full-Time or Contract and Temporary Staff)
- Registered Students
- External Borrowers
- Visiting lecturers/Professors/students/alumni
- Collaborative library users
- CHELSA referees

CHELSA:

Masters and Doctoral Staff and students may gain limited membership rights to another university library in South Africa upon receipt of a letter of introduction from the Campus Librarian.

This arrangement is in line with the co-operation agreement entered into by the Committee of Higher Education Librarians of South Africa (CHELSA). WSU Libraries also accept students from other university libraries with letters of request for our resources. This service is only meant for Postgraduate students. For information on services rendered, get the latest copy of the General Guide to Walter Sisulu University Libraries available at the library or on the library website.

RESOURCES:

Library resources are classified according to the following categories:

- Electronic resources, databases and e-books are accessible through the library website and they belong to all campuses.
- Printed books are campus-based resources that can be used by visiting the library or borrowing through the campus librarians. Inter-university resources can be borrowed through using inter-library loans at campus libraries or by obtaining a CHELSA referral letter if planning a visit closer to another university in South Africa.
- Both services, ILL and CHELSA, are limited to postgraduate students and researchers (Masters and Doctoral candidates).

DIGITAL LIBRARY BENEFITS:

As the library is using a state of the art library system the following benefits can be attained:

- Telephonic renewal of borrowed items can be obtained subject to having your staff or student card at your disposal during that telephonic transaction and this service cuts across all WSU libraries.
- Access to 85% of the library online resources can be attained using our off-campus platform at home, using either your mobile phone or desktop with internet through the library website. Unmediated access to the library is available from anywhere and as long as there is internet.
- Access to the latest online library resources, e-articles and e-books for use as reference materials in your course. Contact the subject librarian or go through the library website 'search and find' –subject portals (Lecturing staff and students).
- Access to other regional library catalogues (UFH, RU, NMU, WSU) can be obtained through the library website OPAC platform.
- Personalised library service or creation of personal preferences can be obtained through the library system by creating a personal account with logins. Users will be able to remember to generate the library use history on the system and to keep search findings.
- Online newspapers are also accessible through the Press reader in the palm of the hand. This system allows the entire university community to access the latest newspapers and magazines at work and from home saving them the hassle of collecting daily newspapers.
- Through university lecturers and librarians, students are urged to make time for the library information searching skills, how to access library databases and how to use literature, avoiding irregularities such as plagiarism, cut and paste and copying other people's ideas. The library staff train academic staff and students on how to use antiplagiarism software to detect the extent of illegal use of information sources on assignments or term papers. Having a Turn-it-in account is as important as having access to the WiSeUp.
- Blackboard / Online teaching platform - To gain access to resources to support online teaching – please contact the subject librarian or campus library managers.

CONDUCT / BEHAVIOUR IN THE LIBRARY:

In order to create an environment that is conducive to teaching, learning research and community engagement, members are to adhere to the following code of conduct:

- Library users must conduct themselves in a decent manner that is not disturbing to other users.
- To exploit the best capabilities of the librarians and other library users, everyone should be treated with respect, to enable the best experience during university study.
- The library is a non-smoking environment. Therefore, smoking is prohibited in all public spaces of the library buildings.

- No food or drink may be consumed in the library.
- Firearms are not allowed.
- Use of cellular devices is prohibited.
- Cleanliness must be maintained at all times.
- Users may not shelve items back onto the shelves, except only in the Health Sciences Resource Centre, where it is a rule to put items back onto the shelves.
- Theft or mutilation of library material is taken seriously and is a punishable offence.
- Property cannot be left on chairs or tables to reserve places for self or others.
- Transgression of the WSU libraries' rules may lead to suspension of the user's borrowing rights.
- Treat the library staff / library users with respect or in the way one would want to be treated.

We value your support and contribution towards improving our library services. Any queries, comments and complaints must be sent together with the students campus name to the following e-mail : libdir@wsu.ac.za

POST COVID19 RULES: Sanitise your hands every time you enter the library, Facial masks must be worn. Please also understand that books are some of the transmitters of the Corona virus, therefore, they will be subjected to quarantine each time they are returned from other users.

PC RESERVATION: To regulate the system, if using the library computers, all library computer workstations will be reserved before using software that is mobile friendly to allow library staff to sanitise computer workstations each time a user finishes using it. The use of a PC booking system is also aimed at ensuring equitable access to computers as some of the students tend to monopolise the equipment leaving other students with nothing. Each student will be

allowed only two hours that will be renewed, on condition there are no other bookings for the same computer. Access to library study centres will also be subjected to strict regulations so that whoever is in the centre is on a computer, as loitering around the centre might create unnecessary user tension.

LIBRARY HOURS

MTHATHA CAMPUS

Nelson Mandela Drive Library

Sasol Library

Term Time

| | |
|-------------------|---------------|
| Monday – Friday : | 09:00 - 24:00 |
| Saturday : | 09:00 - 17:00 |
| Sunday : | Closed |

Examination Time

| | |
|---------------------|---------------|
| Monday – Friday : | 09:00 - 24:00 |
| Saturday & Sunday : | 09:00 - 17:00 |

Short Vacation (March & September)

| | |
|-------------------|---------------|
| Monday – Friday : | 08:00 - 18:00 |
| Saturday : | 09:00 - 13:00 |
| Sunday : | Closed |

Long Vacation (June & December)

| | |
|---------------------|---------------|
| Monday – Thursday : | 08:00 - 16:30 |
| Friday : | 08:00 - 15:30 |
| Saturday : | Closed |
| Sunday : | Closed |

Health Sciences Library

Term Time

| | |
|-------------------|---------------|
| Monday – Friday : | 08:00 - 24:00 |
| Saturday : | 09:00 - 17:00 |
| Sunday : | Closed |

Examination Time

| | |
|-------------------|---------------|
| Monday – Friday : | 08:00 - 24:00 |
| Saturday : | 09:00 - 17:00 |
| Sunday : | 09:00 - 17:00 |

Short Vacation (March & September)

| | |
|-------------------|---------------|
| Monday – Friday : | 09:00 - 24:00 |
| Saturday : | 09:00 - 17:00 |
| Sunday : | Closed |

Long Vacation (June)

| | |
|---------------------|---------------|
| Monday – Thursday : | 08:00 - 24:00 |
| Friday : | 09:00 - 17:00 |
| Saturday : | Closed |
| Sunday : | Closed |

Long Vacation (December)

| | |
|-------------------|---------------|
| Monday – Friday : | 08:00 - 18:00 |
| Saturday : | Closed |
| Sunday : | Closed |

Zamukulungisa Library**Term Time**

| | |
|-------------------|---------------|
| Monday – Friday : | 09:00 - 24:00 |
| Saturday : | 09:00 - 17:00 |
| Sunday : | Closed |

Examination Time

| | |
|-------------------|---------------|
| Monday – Friday : | 09:00 - 24:00 |
| Saturday : | 09:00 - 17:00 |
| Sunday : | 09:00 - 17:00 |

Short Vacation (March & September)

| | |
|---------------------|---------------|
| Monday – Thursday : | 08:00 - 16:30 |
| Friday : | 08:00 - 15:30 |
| Saturday : | Closed |
| Sunday : | Closed |

Long Vacation (June & December)

| | |
|---------------------|---------------|
| Monday – Thursday : | 08:00 - 16:30 |
| Friday : | 08:00 - 15:30 |
| Saturday : | Closed |
| Sunday : | Closed |

BUTTERWORTH CAMPUS**Ibika Library****Term Time**

| | |
|-------------------|---------------|
| Monday – Friday : | 09:00 - 24:00 |
| Saturday : | 09:00 - 17:00 |
| Sundays : | Closed |

Examination Time

| | |
|-------------------|---------------|
| Monday – Friday : | 09:00 - 24:00 |
| Saturday : | 09:00 - 17:00 |
| Sunday : | 09:00 - 17:00 |

Short Vacation (March & September)

| | |
|---------------------|---------------|
| Monday – Thursday : | 08:00 - 16:30 |
|---------------------|---------------|

| | |
|------------|---------------|
| Friday : | 08:00 - 15:30 |
| Saturday : | Closed |
| Sunday : | Closed |

Long Vacation (June&December)

| | |
|---------------------|---------------|
| Monday – Thursday : | 08:00 - 16:30 |
| Friday : | 08:00 - 15:30 |
| Saturday : | Closed |
| Sunday : | Closed |

BUFFALO CITY CAMPUS**Potsdam Library****Term Time**

| | |
|-------------------|---------------|
| Monday – Friday : | 09:00 - 24:00 |
| Saturday : | 09:00 - 17:00 |
| Sunday : | Closed |

Examination Time

| | |
|-------------------|---------------|
| Monday – Friday : | 09:00 - 24:00 |
| Saturday : | Closed |
| Sunday : | Closed |

Short Vacation (March & September)

| | |
|---------------------|---------------|
| Monday – Thursday : | 09:00 - 16:30 |
| Friday : | 09:00 - 14:00 |
| Saturday : | Closed |
| Sunday : | Closed |

Long Vacation (June & December)

| | |
|---------------------|---------------|
| Monday – Thursday : | 09:00 - 16:30 |
| Friday : | 09:00 - 14:00 |
| Saturday : | Closed |
| Sunday : | Closed |

College Street Library**Term Time**

| | |
|-------------------|---------------|
| Monday – Friday : | 09:00 - 24:00 |
| Saturday : | 09:00 - 17:00 |
| Sunday : | Closed |

Examination Time

| | |
|-------------------|---------------|
| Monday – Friday : | 09:00 - 24:00 |
| Saturday : | 09:00 - 17:00 |
| Sunday : | 09:00 - 17:00 |

Short Vacation (March & September)

| | |
|---------------------|---------------|
| Monday – Thursday : | 09:00 - 16:30 |
| Friday : | 09:00 - 14:00 |

| | | |
|----------|---|--------|
| Saturday | : | Closed |
| Sunday | : | Closed |

Long Vacation (June & December)

| | | |
|-------------------|---|---------------|
| Monday – Thursday | : | 09:00 - 16:30 |
| Friday | : | 09:00 - 14:00 |
| Saturday | : | Closed |
| Sunday | : | Closed |

Cambridge Street Library

Term & Examination Time

| | | |
|-------------------|---|---------------|
| Monday – Thursday | : | 09:00 - 16:30 |
| Friday | : | 09:00 - 13:00 |
| Saturday | : | Closed |
| Sunday | : | Closed |

Short Vacation (March & September)

| | | |
|-------------------|---|---------------|
| Monday – Thursday | : | 09:00 - 16:30 |
| Friday | : | 09:00 - 13:00 |

Long Vacation (June & December)

CLOSED

Chiselhurst Library

Term Time

| | | |
|-----------------|---|---------------|
| Monday – Friday | : | 09:00 - 19:00 |
| Saturday | : | 09:00 - 13:00 |
| Sunday | : | Closed |

Examination Time

| | | |
|-----------------|---|---------------|
| Monday – Friday | : | 09:00 - 19:00 |
| Saturday | : | 09:00 - 17:00 |
| Sunday | : | 09:00 - 17:00 |

Short Vacation (March & September)

| | | |
|-------------------|---|---------------|
| Monday – Thursday | : | 09:00 - 16:30 |
| Friday | : | 09:00 - 15:30 |
| Saturday | : | Closed |
| Sunday | : | Closed |

Long Vacation (June & December)

| | | |
|-------------------|---|---------------|
| Monday – Thursday | : | 09:00 - 16:30 |
| Friday | : | 09:00 - 15:30 |
| Saturday | : | Closed |
| Sunday | : | Closed |

KOMANI CAMPUS

Queenstown Library – Grey Street

Term Time

| | | |
|-----------------|---|---------------|
| Monday – Friday | : | 09:00 - 21:00 |
| Saturday | : | 09:00 - 17:00 |
| Sunday | : | Closed |

Examination Time

| | | |
|-----------------|---|---------------|
| Monday – Friday | : | 09:00 - 21:00 |
| Saturday | : | 09:00 - 17:00 |
| Sunday | : | 09:00 - 17:00 |

Short Vacation (March & September)

| | | |
|-------------------|---|---------------|
| Monday – Thursday | : | 09:00 - 16:30 |
| Friday | : | 09:00 - 15:30 |
| Saturday | : | Closed |
| Sunday | : | Closed |

Long Vacation (June & December)

| | | |
|-------------------|---|---------------|
| Monday – Thursday | : | 09:00 - 16:30 |
| Friday | : | 09:00 - 15:30 |
| Saturday | : | Closed |
| Sunday | : | Closed |

Whittlesea Library

Term Time

| | | |
|-----------------|---|---------------|
| Monday – Friday | : | 09:00 - 21:00 |
| Saturday | : | 09:00 - 17:00 |
| Sunday | : | Closed |

Examination Time

| | | |
|-----------------|---|---------------|
| Monday – Friday | : | 09:00 - 21:00 |
| Saturday | : | 09:00 - 17:00 |
| Sunday | : | 09:00 - 17:00 |

Short Vacation (March & September)

| | | |
|-------------------|---|---------------|
| Monday – Thursday | : | 09:00 - 16:30 |
| Friday | : | 09:00 - 15:30 |
| Saturday | : | Closed |
| Sunday | : | Closed |

Long Vacation (June & December)

| | | |
|-------------------|---|---------------|
| Monday – Thursday | : | 09:00 - 16:30 |
| Friday | : | 09:00 - 15:30 |
| Saturday | : | Closed |
| Sunday | : | Closed |

**Public Holidays (All WSU Libraries):
Closed**

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SECTION EIGHT

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES

This department provides ICT services to the entire WSU community. Our primary purpose is to ensure that the students, as our main customers, receive the best possible educational services from the University.

VISION

To facilitate an excellent ICT environment for effective research, teaching, learning and community engagement.

MISSION

- To implement a best practice service management framework that will deliver effective services
- To provide ICT solutions that respond to customer needs
- To develop and sustain an ICT infrastructure that will facilitate effective delivery of university services.
- To develop a department of choice for ICT practitioners

INFORMATION

ICT Services is responsible for various aspects of IT including:

- **Development & Administration:** Logistics, Application Development, Standards, Projects and Architecture
- **Operations:** Telecommunications and Networks, Application Services (Web & Databases), Servers & Storage and Internet Security
- **Client Services:** User Support and Service Desk

All staff and students gain access to the WSU Network (including Internet and Email) with a password that is exclusive to each user and may not be divulged to anyone.

All Network systems are monitored and may be used for official purposes only.

The content of the WSU Website is managed by the Department of Marketing, Communication and Advancement but maintained by ICT Services Department.

All computer and network equipment belonging to the University may only be installed, removed and maintained by ICT Services technical staff.

Staff/Students are responsible for appropriate use of all resources assigned to them including the computer, the network access such as the router, software and hardware.

Staff/Students must not allow unauthorised users to access the University network by using a University computer or other devices connected to the network.

The University may revoke or to suspend user accounts or ICT services that impose a cyber security risk to the University and/or network users.

Staff/Students are responsible for the safe keeping of ICT resources (laptops, cell phones, etc.)

that the University has assigned to them.

WSU Staff/Students who use WSU ICT services (Internet services, laptops, etc) for personal gain will be subjected to disciplinary action.

All users of the WSU Network and ICT Services are required to abide by the Rules and Regulations that govern the legal and professional use of the network and all ICT services. The full Rules and Regulations are displayed in the computer laboratories and may also be obtained from the Intranet on **www.wsu.ac.za**

Contact

It is important that all staff and students communicate with the ICT Services Department via the ICT Service Desk to ensure all issues and faults are recorded and resolved promptly.

- **Web :** Login to Intranet then select ICT Service Desk
- **Email :** ictservicedesk@wsu.ac.za
- **Phone:** 043 702 9321 (BCC) 047 401 6399 (Ibika) 047 502 2989 (NMD)



SECTION NINE

COMMUNITY ENGAGEMENT AND INTERNATIONALISATION

VISION

To be a leading centre of integrated community partnership programmes that are responsive to, and cognisant of, local, national and global imperatives.

MISSION

To develop and sustain the local and global dimension of community partnership programmes through teaching, learning, research and community development initiatives.

SECTIONS WITHIN THE DIRECTORATE

The Directorate comprises of the following sections:

- Experiential Learning (Houses Work-Integrated Learning and Service-Learning Programmes)
- Strategic Partnerships and Developmental Priorities
- Office for International Education
- The Directorate also coordinates the community engagement for the university

FOCUS AREAS AND GOALS

FOCUS AREA 1: WORK-INTEGRATED LEARNING (WIL)

GOAL 1: To enhance the prospects of the students' practical learning, balanced with the theoretical learning and the understanding of their areas of study.

FOCUS AREA 2: SERVICE LEARNING

GOAL 1: To facilitate transformation of academic programmes that will produce a new graduate cadreship responsive to issues of development through a Service-Learning ethos.

FOCUS AREA 3: STRATEGIC PARTNERSHIPS AND DEVELOPMENTAL PRIORITIES

GOAL 1: To establish strategic partnerships with the communities and relevant institutions locally, nationally and internationally.

GOAL 2: Facilitate local, national and international developmental priorities that afford community members an active role in shaping their well-being and tomorrow's world.

GOAL 3: To contribute towards National Skills Development initiatives.

FOCUS AREA 4: INTERNATIONALISATION

GOAL 1: The participation of WSU students and academics in international experiences

GOAL 2: Administration and the recruitment of international students

GOAL 3: Internationalisation of the curriculum

GOAL 4: International development and Research Collaborations

| Contact details are as follows: | |
|--|---|
| Institutional Office | |
| Mzolisi Payi | Director: Community Engagement and Internationalisation E-mail: mpayi@wsu.ac.za; Tel: +27 (0)43 703 8551 (Office) |
| Vacant | Manager: Community Engagement |
| Vacant | Manager: Internationalisation |
| Nontsikelelo Moyikwa | Senior Administrative Officer E-mail: nmoyikwa@wsu.ac.za ; Tel: +27 (0)43 702 9250 (Office) |
| Zolisa Ntozakhe | Acting Administrative Officer: Office for International Education E-mail: international@wsu.ac.za or zntozakhe@wsu.ac.za; Tel: +27 (0)43 702 9267 (Office) |

Campus Management Teams

| Buffalo Campus | |
|---------------------------|---|
| Refiloe Khitsane | Acting Buffalo Campus Coordinator: Community Engagement and Internationalisation E-mail: rkhitsane@wsu.ac.za ; Tel: +27 (0)43 709 4030/4076 (Office) |
| Butterworth Campus | |
| Vacant | Butterworth Campus Coordinator: Community Engagement and Internationalisation E-mail: wilbtw@wsu.ac.za ; +27 (0)47 401 6379 (Office) |
| Komani Campus | |
| Vacant | Komani Campus Coordinator: Community Engagement and Internationalisation |
| Mthatha Campus | |
| Lulama Mbiza | Community Engagement Administrative Officer (Mthatha Campus) E-mail: lmbiza@wsu.ac.za ; Tel: +27 (0)47 502 2896 (Office); +27 (0) 86 510 8800 |
| Ester Mangqikana | Administrative Assistant: Baziya Community E-mail: emangqikana@wsu.ac.za ; Tel: +27 (0)47 502 2740 (Office) |
| Bulelwa Gcaba | Administrative Assistant: Mbekweni Community E-mail: ngcaba@wsu.ac.za ; Tel: +27 (0)47 502 2087 (Office) |

NOTICE to students and staff regarding Work-Integrated Learning (WIL)/ Experiential Learning

WIL/Experiential Learning is a compulsory subject for some Diploma/Degree programmes. In order for the student to register and pass this subject, the following rules and regulations must be adhered to ensure smooth placement, registration, assessment and timeous capturing of WIL marks.

Students' rules and regulations for WIL

1. It is the responsibility of the students to submit their CV, academic record, motivational letter, and proof of address (original home address) to the WIL office on registration of their last theory subjects to wilbcc@wsu.ac.za for Buffalo City Campus, wilbtw@wsu.ac.za for Butterworth Campus and, wilmth@wsu.ac.za for Mthatha Campus.
2. Students must at least register within one month of the starting date for Experiential Learning. Registration for WIL/Experiential Learning could be done in the First Semester, (between **January and April**) and the Second semester between (**July and September**).
3. Students can request logbooks via emails. See campus contact details above.
4. The logbook must be submitted within **one month** of completion of WIL/Experiential Learning.
5. Check results **a month** after submission.
6. Please note that the application for graduation is the responsibility of the student. For more information, please contact the relevant academic department.

QUALITY MANAGEMENT DIRECTORATE

The Quality Management Directorate at WSU aims to promote and enhance the effectiveness and impact of the quality measures employed in the University's core business activities of teaching and learning, research, community engagement and support services, as well as the quality of the total student life experience.

The Directorate falls directly under the Office of the Deputy Vice- Chancellor: Academic, Administration and Research (DVC: AAR). Below are roles of students and lecturers in quality assurance:

THE ROLE AND RESPONSIBILITIES OF A STUDENT IN QUALITY ASSURANCE

- Participate actively in the learning processes and participate according to subject offering and assessment requirements.
- Write and submit all the tests, presentations, practicals and projects according to the specified times as indicated in the learner guide and by the lecturer.
- Attendance register only to be signed when attending the lecture.
- Punctuality and regular attendance of classes are encouraged.
- Where relevant, consult Student Affairs as early as possible about any disability issues.
- Discuss any concerns or challenges that relate to coursework and tests as early as possible with the relevant lecturers.
- Consult with the lecturer (in the first instance) and/or, Head of Department as early as possible:
- * If personal circumstances are affecting participation or performance in class.
- * Raise any concerns regarding the marks for each assessment task promptly, rather than wait until the final mark is awarded in the subject offering.
- * Check that your name is on the class list after classes commence and if not, contact the Faculty and or Registration Office.
- * In the case of late enrolment, it is the responsibility of the learner to obtain the learner guide from the Head of Department in the first week of attendance of classes.
- * Be committed to the all university requirements that relate to assessment and seek clarity when in doubt.
- * Report all quality infringements at the university by both students and staff.
- * Participate in all relevant quality assurance activities.

THE ROLES AND RESPONSIBILITIES OF A LECTURER IN QUALITY ASSURANCE

- Attend all scheduled classes as indicated on the time-table.
- Notify students and make prior arrangements for classes that may be cancelled or postponed.
- Attendance register to be signed when a lecture is conducted, not after it has been conducted.
- Ensure that a timetable, prospectus and learner guide are available before lectures commence.
- Indicate consultation hours on office doors for student enquiries and other academic activities.

- Participate in programme and departmental reviews.
- Uphold teaching and learning quality standards.
- Participate in the overall quality assurance activities of the department, faculty and the entire institution.

Contact us at:

INSTITUTIONAL OFFICE

Mr Chris Mfshane Khoza – Director: Quality Assurance

Cell: 071 353 7781

Tel: 043 703 8576/5

E-mail: cmkhoza@wsu.ac.za

Ms G Langley – Secretary to the Director: Quality Assurance

Cell: 083 282 4719

Tel: 043 703 8575

Email: glangley@wsu.ac.za

BUFFALO CITY CAMPUS

Ms S Ndlazi – Manager: Quality Assurance

Cell: 084 890 4557

Tel: 043 703 8574

E-mail: sndlazi@wsu.ac.za

KOMANI CAMPUS

Mr A Bangani – Acting Manager: Quality Assurance

Cell: 072 195 6083

Tel: 040 842 6822

E-mail: abangani@wsu.ac.za

MTHATHA CAMPUS

Mr M Toni – Acting Manager: Quality Assurance

Cell: 083 690 3452

Tel: 047 502 2808

E-mail: mtoni@wsu.ac.za

BUTTERWORTH CAMPUS

Ms N Mbiza – Manager: Quality Assurance

Cell: 076 793 3226

Tel: 047 401 6383

E-mail: nmbiza@wsu.ac.za

DIRECTORATE OF LEARNING AND TEACHING

The Directorate of Learning and Teaching (DLT) is to be a centre of excellence in academic development programmes and services in order to enhance the quality of students' learning experiences in higher education and training. To fulfill this vision, the DLT mission is encapsulated by means of the following mission statement:

To enhance quality in learning and teaching by providing integrated and specialised pedagogic and professional expertise for all faculties towards improved student academic performance.

Strategic Objectives:

- Increase student access by means of foundational provisioning.
- Improve student success and graduation rates at both undergraduate and postgraduate levels.
- Provide accredited academic staff development programmes and services for student academic success.
- Ensure student and staff participation in appropriate teaching and learning technology.

FUNCTIONS OF FIRST YEAR SUPPORT

- Coordinate and champion the design, development and implementation of all profiling and placement tests, including alternative admission for students at risk in relation to academic success.
- Co-ordinate, in partnership with university faculties, an institutional strategy for all DHET-funded Extended Programmes.
- Design and implement a student tracking and monitoring system for early detection of students at risk of academic failure and for appropriate intervention.
- Coordinate and develop skills-based retention programmes such as:
 - Academic Literacy and Academic Writing
 - Academic Lifestyles Management

FUNCTIONS OF ACADEMIC ADVISING

- Design and coordinate the orientation and induction programmes of all new students, including provision of academic advising to all students for student academic excellence.
- Track and monitor all students who are at-risk of failure and exclusion as identified from the First Test Intervention and subsequent tests/tasks.
- Provide training for, and management of, student mentorship programmes and tutorial programmes, including Peer Assisted Learning (PAL) programme, as skills-based retention programmes.
- Provide training on graduate attributes for all levels including Graduate Development Programme skills which include employability and entrepreneurship skills in line with the demands of the Fourth Industrial Revolution (4IR) as demonstrated in: CV writing, Presentation skills, Interview skills, Problem-solving skills, etc.
- Promote the enrolment of Mathematics, Science, Engineering and Technology (MSET) and Accountancy students from the FET schools sector and the regional TVET Colleges.

- Coordinate developmental partnerships in other strategic areas between WSU and the regional FET Colleges and Schools.

FUNCTIONS OF LEARNING AND TEACHING WITH TECHNOLOGY (LTwt)

- Champion institutional e-learning projects as part of institutional strategy for the integration of ICTs in learning and teaching.
- Manage the Institution's Learning and Teaching with Technology Centres.
- Promote academic expertise in the integration of learning and teaching.
- Coordinate curriculum innovation in digital learning.
- Provide advice on learning materials development, both printed and online.

FUNCTIONS OF ACADEMIC STAFF DEVELOPMENT

- Assist faculties in Recognition of Prior Learning (RPL) through candidate advice and support, including the design of credible assessment methods for student learning.
- Provide specialised expertise and functions in designing, management and the delivery of relevant and accredited academic programmes, including learning and teaching materials development.
- Champion professionalisation of teaching and enhanced pedagogy in higher education and training by attainment of relevant teaching qualifications, for example, a Postgraduate Diploma in Higher Education (PGDHET) and senior qualifications in higher education studies.
- Coordinate the implementation of short-learning programmes as part of community engagement with the local communities.
- Promote excellence in teaching by means of scholarship for learning and teaching and the Vice Chancellor's Teaching Excellence Awards.

WHERE TO FIND THE DIRECTORATE OF LEARNING & TEACHING

INSTITUTIONAL OFFICE: MTHATHA CAMPUS, NELSON MANDELA DRIVE SITE

SENIOR DIRECTOR: Prof C Ndebele

Tel: +27 (0)47 502 2718; Email: cndebele@wsu.ac.za

ACTING SECRETARY: Ms E Mbebe

Tel: +27 (0)47 502 2438; Email: embebe@wsu.ac.za

ACCOUNTANT: Mr M Ngcweleshe

Tel: +27 (0)47 502 2438; Email: mngcweleshe@wsu.ac.za

MANAGER, STUDENT SUPPORT: Mrs D Mnengi-Gweva

Tel: +27 (0)47 502 2585; Email: dmnengi@wsu.ac.za

INSTITUTIONAL OFFICE: HERITAGE BUILDING, BUFFALO CITY

MANAGER, FINANCE & GRANTS: Mr M Mantshongo

Tel: +27 (0)43 703 8562; E-Mail: mmantshongo@wsu.ac.za

ADMIN ASSISTANT: Finance, Mr S Kama

Tel: +27 (0)43 703 8526; E-Mail: skama@wsu.ac.za

ADMIN ASSISTANT, GENERAL: Ms Z Zenani
Tel: +27 (0)43 703 8536; Email: zzenani@wsu.ac.za

BUFFALO CITY CAMPUS

POTSDAM SITE

PAL COORDINATOR: Ms N Galela
Tel: +27 (0)43 708 5409; Email: ngalela@wsu.ac.za

ACADEMIC ADVISOR: Ms K Madikizela
Tel: +27 (0)43 708 5285; Email: kmadikizela@wsu.ac.za

INSTRUCTIONAL DESIGNER: Vacant
Tel: +27 (0)43 708 5369; Email:

EDUCATIONAL TECHNOLOGIST: Mr S Jodwana
Tel: +27 (0)43 708 5369; Email: sjodwana@wsu.ac.za

COORDINATOR, WRITING CENTRE: Ms K Ntwasa
Tel: +27 (0)43 708 5202; Email: kntwasa@wsu.ac.za

PAL ADMIN ASSISTANT: Ms L Sbuqashe Tel: +27 (0)43 709 4755;
Email: lsbuqashe@wsu.ac.za

CITY SITES

MANAGER, LEARNING & TEACHING DEVELOPMENT: Dr M Gogela-Smith
Tel: +27 (0)43 709 4741; Email: mgogela-smith@wsu.ac.za

SECRETARY: Ms N Solilo
Tel: +27 (0) 43 708 5369; Email: nsolilo@wsu.ac.za

TEACHING DEVELOPMENT SPECIALIST: Mr Q Makala
Tel: +27 (0) 43 708 5285; Email: qmakala@wsu.ac.za

COORDINATOR, WRITING CENTRE: Ms N Lufuso
Tel: +27 (0)43 708 4755; Email: nlufuso@wsu.ac.za

ACADEMIC ADVISOR: Mr S Ntwasa
Tel: +27 (0) 43 708 5369; Email: sntwasa@wsu.ac.za

PAL COORDINATOR: Vacant

BUTTERWORTH CAMPUS

MANAGER, CENTRE FOR LEARNING & TEACHING DEVELOPMENT: Ms N Ceza
Tel: +27 (0)47 401 6075; Email: nceza@wsu.ac.za

SECRETARY: Ms L Mzalisi

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TEACHING DEVELOPMENT SPECIALIST: Ms MP Dlamini

Tel: +27 (0) 47 401 6070; E-Mail: mpdlamini@wsu.ac.za

COORDINATOR, READING & WRITING CENTRE: Ms C Dyakophu

Tel: +27 (0)47 401 6077; Email: cdyakopu@wsu.ac.za

ACADEMIC ADVISOR: Ms T Kalake

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INSTRUCTIONAL DESIGNER:

Ms T Magi-Ikedinobi

Tel: +27 (0)47 401 6079; Email: tikedinobi@wsu.ac.za

EDUCATIONAL TECHNOLOGIST: Ms L Stuma

Tel: +27 (0)47 401 6087; Email: lstuma@wsu.ac.za

PAL COORDINATOR: Mr S Mbongo

Tel: +27 (0)47 401 6078; Email: smbongo@wsu.ac.za

ADMIN ASSISTANT: M S Qaqambayo

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MTHATHA CAMPUS

NELSON MANDELA DRIVE SITE

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SECRETARY: Ms S Kewana

Tel: +27 (0) 47 502 2208; Email: skewana@wsu.ac.za

TEACHING DEVELOPMENT SPECIALIST: Ms P Cenge

Tel: +27 (0)47 502 1955; Email: pcenge@wsu.ac.za

ACADEMIC ADVISOR (Acting): Ms T Mthengi

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Tel: +27 (0)47 501 1941; Email: rncube@wsu.ac.za

PAL COORDINATOR: Mr K Maduna

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EDUCATIONAL TECHNOLOGIST: Lulamile Cwala
Tel: 0475022800; Email: lscwala@wsu.ac.za

ADMIN ASSISTANT: Vacant

ZAMUKULUNGISA SITE

ACADEMIC ADVISOR: Mr B Ncube
Tel: +27 (0)47 501 1458; Email: bncube@wsu.ac.za

COORDINATOR, READING & WRITING CENTRE: Mr S Matenda
Tel: +27 (0)47 501 1457; Email: smatenda@wsu.ac.za

PAL COORDINATOR: Ms N Nongauza
Tel: +27 (0)47 501 1506; Email: nnongauza@wsu.ac.za

INSTRUCTIONAL DESIGNER: Vacant

EDUCATIONAL TECHNOLOGIST: Ms T Mfikoyi
Tel: +27 (0)47 501 1514; Email: tmfikoyi@wsu.ac.za

ADMIN ASSISTANT: E Mbebe
Tel: +27 (0)47 501 1467; Email: embebe@wsu.ac.za

KOMANI CAMPUS

WHITTLESEA SITE

MANAGER, LEARNING & TEACHING DEVELOPMENT: Ms B Mkabile-Masebe
Tel: +27(0)40 842 6867/6801; E-Mail: bmkabile@wsu.ac.za

SECRETARY: Vacant

ADMIN ASSISTANT: S Rondile
Tel +27 (0)40 842 6868; Email sroundile@wsu.ac.za

TEACHING DEVELOPMENT SPECIALIST: Dr S Matope
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COORDINATOR, READING & WRITING CENTRE: Mr KO Koraheng
Tel: +27 (0)40 842 6867/6801; Email: okoraheng@wsu.ac.za

PAL COORDINATOR: Mr S Peter
Tel: +27 (0)40 842 6801; Email: speter@wsu.ac.aa

ACADEMIC ADVISOR: Ms R Lekhehle
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INSTRUCTIONAL DESIGNER: Ms Nxenywe
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DIRECTORATE OF RESEARCH DEVELOPMENT AND INNOVATION: DIVISION OF ACADEMIC AFFAIRS AND RESEARCH

The Directorate of Research Development and Innovation (DRI) is the capacity-building hub for research, postgraduate studies and innovation at WSU. It provides policy, strategic and operational support to the University in the core mandate area of research, postgraduate studies and innovation-capacity development. Most of the Directorate's activities are carried out in coordination with Faculties and research entities. DRI is an important gateway for researchers, postgraduate students, innovators and WSU entrepreneurs seeking funding, administrative and logistical support for their studies or research and innovation projects.

The Directorate administers the University's research and innovation capacity development budget, and interacts with national and international research funding, standards-setting, regulatory, and policy institutions to grow the University's research and innovation footprint in a sustainable, visible and impactful way. Among these institutions are National Research Foundation (NRF), Department Higher Education and Training (DHET), Medical Research Council (MRC), National Intellectual Property Management Office (NIPMO), and Water Research Commission (WRC). The Directorate is a member of the Southern Africa Research and Innovation Management Association (SARIMA), and often works closely with the Technological Higher Education Network (THENSA) – formerly, South African Technology Network (SATN) - of which the University is a member.

DRI's philosophy and strategic approach foregrounds research and innovation excellence, relevance and impact. The Directorate remains committed to initiatives aimed at repositioning the University as an innovation-focused, research-active institution whose work *shapes futures and changes lives*, as the University's motto says - from the remotest rural Eastern Cape villages to far-flung global commercial and industrial centres. New streams of funding are constantly being sourced and availed, among other things, to boost support for Applied Research Niche Area (RNA) development, empower emerging academics to become published scholars, orient Master's and doctoral students to social justice leadership as well as entrepreneurial values, and create postgraduate pipeline development initiatives through which larger numbers of honours students enrol for Master's programmes and Master's candidates become doctoral degree candidates.

SENIOR DIRECTOR: RESEARCH AND INNOVATION

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SENIOR SECRETARY

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MANAGER: RESEARCH AND POSTGRADUATE SUPPORT (MTHATHA CAMPUS)

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MANAGER: RESEARCH AND POSTGRADUATE SUPPORT (BUFFALO CITY CAMPUS)

Dr Tarisai Chikungwa-Everson

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OFFICE OF TECHNOLOGY TRANSFER (OTT)

One of the three service units of the Directorate of Research Development and Innovation, the Office of Technology Transfer (OTT), is funded by the National Intellectual Property Management Office (NIPMO) through the national Department of Science and Innovation. It became fully functional at WSU in 2018 with the appointment of a Technology Transfer Officer and an Intellectual Property Scout. A Technology Transfer Manager was also appointed in 2018, but assumed duty in March 2019. The OTT is the Research Development and Innovation Directorate's main vehicle for developing and maintaining cutting-edge intellectual property management systems across the university to support research that results in impact-making innovations and inventions. It is also the hub of IP support for WSU's entrepreneur community. It works in close collaboration with Faculties and research units and with the other service units of the Research Directorate, namely, Postgraduate Studies and Research Administration.

MANAGER: TECHNOLOGY TRANSFER

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INTELLECTUAL PROPERTY ADMINISTRATOR

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RISK AND VULNERABILITY SCIENCE CENTRE (RVSC)

The Risk and Vulnerability Science Centre is an initiative of the Department of Science and Technology (DST) and National Research Foundation (NRF) with primary focus on knowledge management through bridging the gap between researchers, business communities, municipalities and policy-makers. RVSC envisages resilient communities where scientific knowledge and research-based decision support tools are applied to efficiently and effectively manage the risks of, and vulnerability to, environmental adversities.

The Risk and Vulnerability Science Centres (RVSCs) are designed to empower rural-based universities to contribute to effective production and the application of Global Change Knowledge, as well as to the development of capacity for Global Change Research.

RVSC is multidisciplinary in nature and aims to achieve the following objectives:

- Human Capital Development (HCD) of postgraduate students to acquire masters and doctoral degrees;
- Knowledge generation through publications in line with Global Change Grand Challenge research themes;
- Knowledge dissemination to municipalities and policy decision-makers; and

- Contribute to the South African Risk and Vulnerability Atlas (SARVA) with the generated information.

DIRECTOR (ACTING):

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ADMINISTRATIVE ASSISTANT:

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DEPARTMENT OF ENVIRONMENTAL AFFAIRS NATIONAL POLLUTIONS LABORATORY

The National Pollution Laboratory is a product of the Memorandum of Understanding between Walter Sisulu University (WSU) and Department of Environmental Affairs (DEA). It is one of the Operation Phakisa projects. WSU hosts and manages the Oceans and Coasts National Pollution Monitoring Laboratory that will collect, analyse water quality, sediment and biota samples along the South African coastal waters. The laboratory is working towards accreditation under the South African Accreditation System (SANAS).

The laboratory is expected:

- To provide baseline water quality information that will support the long-term assessment of accumulative impacts associated with ocean economy initiatives. Areas of interest include marine aquaculture facilities/nodes and embayments.
- To provide baseline information on water quality of the natural receiving environment (ecosystem functioning) near land-based sources of pollution.
- To support recreational coastal water quality monitoring at local government municipalities.
- To build capacity in the field of marine water quality, sediment and mussels samples analysis.

ACTING PROJECT MANAGER

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STUDENT DEVELOPMENT AND SUPPORT SERVICES

The promotion and development of quality student life at Walter Sisulu University is the responsibility of the Department of Students Affairs under the leadership of the Executive Director of Student Development and Student Services. The Department is also responsible for enforcing the University's Rules and Regulations pertaining to students. The Department of Student Affairs has offices at all WSU campuses and manages student enquiries, complaints, events and student life in general on a daily basis. Using the services of dedicated and competent staff, the Department of Student Affairs provides students with relevant training and support within the areas of counselling, health, residences, sport, personal development and student governance. The Department strives to create and sustain a vibrant and well-resourced learning environment in which respectful relationships are established. Interpersonal skills such as cross-cultural dynamics, empathy, citizenship, voluntarism and social responsibility are groomed amongst WSU's students. The University is committed to providing students with a holistic learning experience. Students, in turn are expected to respect the rules and protect the property of the University and the rights and the property of fellow students.

GENERAL RULES FOR STUDENT ACCEPTANCE

- When a student's application to study at Walter Sisulu University is accepted, he/she automatically becomes a member of the University and *ipso facto* agrees to abide by its Rules and Regulations. It is the joint responsibility of all members to observe the rules and maintain the standards of the University, and the official duty of all staff to enforce, if and when required and necessary, the Rules and Regulations of the Walter Sisulu University.
- It is incumbent upon each student of the University to familiarise himself/herself with all the University's codes, regulations, rules and instructions to which he/ she may be subjected to.
- Without limiting student misconduct as may implicitly or expressly be provided for in these rules or any other rules and regulations of the University, a student shall be guilty of misconduct if he/she intentionally or negligently contravenes or subverts, or attempts to contravene or subvert, or assists, encourages or persuades any other person to contravene or subvert a code, regulation, rule or instruction of the University.
- All students are subject to the control of any member of the University staff, so far as their general conduct is concerned and are required to provide their student details when asked for such information by any officer of the University.

ADMISSION TO CAMPUS

- Admission to campus is by Student Card which is issued free of charge at registration. These cards must be displayed by students whilst on the campus and using any University vehicle.
- All students must leave the campus and all University-leased buildings during the official University holidays except when other arrangements have been officially made. Every student must leave the University within 24 hours after completion of the student's last examination paper.

ATTENDANCE AT LECTURES

- All lectures must be attended punctually and regularly. Where absence from class is unavoidable, the lecturer should be notified in writing of the circumstances as soon as possible.
- A medical certificate is required if a student is absent for more than three consecutive days due to illness. The University may at its own cost, and at any time, require any student forthwith to undergo a medical examination before a Medical Officer of its choice and submit to the University a medical certificate in respect thereof.

INITIATION AND RAIDS

- Initiation and student raids in any form are strictly forbidden.
- Any interference with first year students or any other student at any time, direct or indirect physical contact, sexual or gender harassment, assault or molestation, psychological injury or humiliation is a serious transgression of the code of conduct.

VEHICLES, TRAFFIC AND PARKING REGULATION

- No unauthorised vehicles are allowed on the campus.
- A student's car must display a valid parking disc, issued by the University, on the front windscreen of the car.
- Traffic and parking regulations stipulated by the University must be observed.
- The University reserves the right to search any vehicle entering the University and to confiscate or hold any item specified below.

FIRE-ARMS AND OTHER DANGEROUS OBJECTS

- No fire-arms or dangerous objects whatsoever may be brought onto the University campus.

PROPERTY

- No student may negligently or maliciously damage, remove or destroy any property of the University or its members. Any breakages shall be payable on the spot. If unable to pay he/she might have to vacate until such has been settled.
- The University shall not be held liable for any theft, loss or damage of student property whilst within University premises.

CHANGE OF ADDRESS

- A student should notify the Student Registration Officer within 14 days of any change of address or contact details.

PARTICIPATION IN SPORT

- Students who take part in sports do so at their own risk and the University is in no way liable for any consequence of sporting activity.

MESSAGES, PERSONAL MAIL AND TELEPHONE CALLS

- A student may not receive telephone calls at the Administrative buildings of the University except in the case of emergency. The public phone booths in and around the campus area are for normal use by students.
- A student may have personal mail addressed to the University only if the student has no fixed address in term time. The University is not responsible for forwarding personal mail received for students who are no longer registered at the University.
- Students will not be called out of classes for visitors, except in the case of an emergency.

PUBLICATION OF MATERIAL

- A student cannot affix, distribute or display a banner, placard, notice, circular, letter, pamphlet, or any other printed material on or in the University premises without first obtaining the written permission of the Vice-Chancellor or the person authorised to do so.
- A student may not knowingly make a misrepresentation, false or erroneous statement to any member of the University or intentionally provide materially false or misleading information to anyone inside or outside the University to, for, or about the University.
- Students may not reproduce or transmit in any form or manner, whether electronically or mechanically (including photocopying, recording or any other form of information storage or retrieval), any book, thesis, dissertation, article, computer program, printed tutorial matter or any other study aids in respect of which copyright exists, unless such reproduction or transmission is done in a manner authorised in terms of the Copyright Act No. 98 of 1978, and unless the copyright owner's permission for the reproduction or transmission is obtained.
- A student may not use the name of the University or its corporate branding to offer for sale or advertise any goods or services, or seek to collect funds or any other favour, without the written permission of the Vice-Chancellor or the person authorised to do so.

APPEARANCE, DRESS AND GENERAL BEHAVIOUR

- Students are expected to maintain an acceptable standard of personal hygiene and dress.
- Students are expected to respect University Authorities at all times.
- Students should not behave in a manner that leads to, or may lead to: the University's reputation being prejudiced; the maintenance of order, discipline and security at the University being prejudiced or imperilled; the process of tuition, examinations, research, practicals and administration, and general University activities being prejudiced or imperilled.

STUDENT CODE OF CONDUCT

1. GENERAL STUDENT CONDUCT AND COMPLIANCE TO THE CODE

Upon signing the university registration form, the student accepts all conditions to which he/she may be subjected in relation to the code of conduct of the university and any other applicable policies. It is incumbent upon each student of the University to familiarise himself/herself with all the University's codes, regulations, rules and instructions to which he/she may be subjected to.

2. CONDUCT WITH REGARDS TO THE UNIVERSITY

- 2.1. Students are expected to respect and protect the reputation of the University and should avoid any acts or activities that can breach this Code of Conduct;
- 2.2. Students must at all times conduct themselves in a manner that is dignified and disciplined on and off the campus.
- 2.3. Students are expected to maintain an acceptable standard of personal hygiene and dress.
- 2.4. Any disruptive and disorderly behaviour amounts to the contravention of the Disciplinary Code as stated above.
- 2.5. Students have an obligation to respect the dignity, privacy and the freedoms of

employees, university functionaries and their fellow students at all material times.

- 2.6. Students also have an obligation to respect the property of the university, employees, university functionaries and fellow students.
- 2.7. Initiation of any kind by students on one another is strictly forbidden.
- 2.8. WSU property is a smoke-free zone. Smoking is permitted only in designated areas. The smoking of dagga is also prohibited inside WSU Residences.

3. CONDUCT IN RELATION TO TEACHING AND LEARNING

- 3.1. Students are expected to attend all lectures, group classes, seminars, tutorials, practical classes and excursions as determined in the relevant programme regulations. Students are expected to comply with instructions as directed by their lecturers, tutors and examiners in relation to academic work.
- 3.2. Students are required to submit a medical certificate on their failure to write a test or examination if they were sick at the time a test or examination was sat for or written. Students prevented by illness or any other reason from attending lectures must ensure that the Dean of the relevant faculty/ Deputy Director Student Affairs is informed of the circumstances as soon as possible. The University may, at its own cost, at any time require any student forthwith to undergo a medical examination before a Medical Officer of its choice and submit to the University a medical certificate thereof.
- 3.3. Students must comply with the rules and regulations pertaining to the control and protection of examinations and class tests **(see Article 3.1 (a) – (c) of WSU Code of Conduct)**.
- 3.4. Students may not submit any written assignment/essay to a lecturer for assessment if they have included the entire work or considerable sections of essentially unchanged quotations from the work of another student or from another source without recognition of the source **(see Article 3.1 (a) – (c) of WSU Code of Conduct)**.
- 3.5. All students must leave the campus and all University leased buildings during the official University Semester holidays except when other arrangements have been officially made. Every student must leave the University within 24 hours after completion of the student's last examination paper.

4. PROCEDURE IN RELATION TO PICKETING, PROTESTS AND DEMONSTRATIONS

- 4.1. The right to picket, protest and demonstrate are recognised, as such rights are enshrined in the Constitution;
- 4.2. The rights as stated in 4.1 should be exercised in the context of Rules and Regulations of the university **(see Article 3.34- 3.35 of WSU Code of Conduct)**. The procedure to be followed is as follows:
 - a. An application should be tendered to the office of the Campus Rector within 5 days prior to the date of picketing, protesting and demonstrating;
 - b. The Campus Rector shall consider such application for approval or disapproval;
 - c. The Campus Rector must take into account whether such picketing, protesting and

demonstration may not jeopardise the safety and security of the university property, employees, university functionaries and the interests of other students and other university programmes.

5. DISTRIBUTION OF PUBLICATIONS, MATERIALS AND EXPRESSIONS

- 5.1. Students have a right to freedom of expression. The right to freedom of expression should be exercised in a responsible manner **(see Article 3.11 of WSU Code of Conduct)**.
- 5.2. Students should exercise the right in terms of 5.1 in the interests of fellow students and without compromising the integrity of the university, its employees, functionaries and fellow students.
- 5.3. The right to freedom of expression must be exercised as follows:
 - a) Students who wish to distribute documents and publications on campus, must apply for this to the Student Representative Council (SRC).
 - b) Students should make an application to the SRC which must take into consideration whether the interests of students and the university will be served by the distribution of such documents, publications and materials.
- 5.4. An application may be approved or disapproved if in the opinion of the SRC such distribution, publications and materials may be prejudicial to the good name of the SRC and that of the University.
- 5.5. Where such distribution, publication and expressions may result in physical or emotional harm to fellow students, employees and functionaries of the university, the SRC should reject such an application, including instances where the distribution, publication or expressions amount to hate speech, promotion of tribalism, racism, ethnicity and xenophobia.

6. USE OF UNIVERSITY FACILITIES

- 6.1. All students have a right of access to halls, restaurants, libraries, sports fields, and other facilities, save where limitations to such rights have been imposed.
- 6.2. Where students seek to use university facilities for specific events, they have to apply for such use with relevant authorities.
- 6.3. Where the relevant authorities are satisfied that the facility/facilities concerned will be used for a good and appropriate purpose, the permission may be granted.
- 6.4. Where use of such facilities is likely to cause harm to students, university property, employees and university functionaries, the relevant authority may deny access to such facility/facilities.
- 6.5. Where access to such a facility/facilities may cause disruption and disturbance of academic activities of fellow students, or the disorderly functioning of the university, functionaries and employees, such access may be denied or disapproved.
- 6.6. The use of all university facilities is at the student's risk. The University shall not be held

liable for any damages suffered as a result of the use of those facilities.

7. RIGHT OF ADMISSION AND NON-ADMISSION OF STUDENTS

- 7.1. The Council of Walter Sisulu University reserves the right of admission or non-admission of students to the University.
- 7.2. The right of admission of students is subject to university rules and regulations.
- 7.3. The rules and regulations also require that students, must have their student cards displayed at all times on campus as a form of identity **(see Article 3 of WSU Code of Conduct)**.
- 7.4. Student cards are university property that is given to students for access to campus and other facilities of the university. Such student cards must be produced on demand by any University official.
- 7.5. Students must produce student cards when using University transport.
- 7.6. All students must leave the campus during closure periods, except if other arrangements with the relevant University authorities have been made.
- 7.7. Students may not remain in university premises or property where the Council or Management has ordered the students to vacate university premises, property or university-controlled property.

8. ACCESS TO INFORMATION

- 8.1. The right of access to information is a constitutional right to which students are entitled. The exercise of this right is subject to rules and regulations of the university **(see Article 3.30 of WSU Code of Conduct)**.
- 8.2. Students may use the information technology offered by the University for academic purposes.
- 8.3. Students have a right of access to information technology-related resources. The exercise of such a right must be utilised for the personal development of the student. Students have an obligation to protect such resources when at their disposal.
- 8.4. Students have a responsibility to keep all university materials, goods, property and resources in the condition in which they were prior to such materials, goods, property and resources being made available to them.

9. ACADEMIC TRIPS

- 9.1. Academic trips and excursions may be allowed only with the permission of the relevant University authority.
- 9.2. Students are required to observe the Code of Conduct at all material times during such trips **(see Article 3.9 of WSU Code of Conduct)**.

10. SMOKING

Students may not smoke during lectures or in examination halls, or in any other place where smoking is prohibited by the University authorities. Smoking can only take place in designated areas. **(see Article 3.41 of WSU Code of Conduct).**

11. CHANGE OF ADDRESS AND TELEPHONE/CELL PHONE NUMBER

Students must immediately notify the Admissions Department in writing of any change of address and/or telephone/cell phone number.

12. POSSESSION OF FIREARMS ON CAMPUS

The University is a gun free zone. This implies that firearms or guns are not allowed on campuses **(See Article 3.17 of the WSU Code of Conduct).**

13. USE OF ALCOHOL

The main business of a student at the University is academic development. Use and possession of, or merchandising of, alcohol and other drugs is not allowed on campus. **(see Article 3.4-3.5 of the WSU Code of Conduct).**

14. MOTOR VEHICLES

Students are allowed to park their cars/vehicles on campus. The car/vehicle must be registered with Traffic division of the University for University Registration Discs.

STUDENTS' RESIDENCE RULES

Acceptance of Rules and Regulations: Upon acceptance of a student's application to be admitted to the University's residences, that student agrees to abide by the Rules and Regulations specifically applicable to the residences — including all Acts of Parliament and Municipal Bye-laws.

Admission to the Residence

- Students are to apply online for admission into residences through the University website.
- The application forms must be completed in all respects and, in the case of minor students, are to be countersigned by the parent or legal guardian.
- Self-paying students who wish to be accommodated in university-owned residences will be allocated upon payment of 40% of the annual residence costs in advance during registration and the remaining balance as per the MIP schedule.
- Self-paying students who wish to be accommodated in university-leased residences will be allocated upon payment of 100% of the annual residence costs in advance during registration.
- A residence indemnity deposit in an amount determined from time to time by the Vice-Chancellor must be paid prior to admission to the residence, as security against any damage to the building, furniture and fittings, or loss of University-owned property or the Lessor's property, which is caused by the resident or his/ her guest.
- The accepted student, together with any member of the residence staff, must inspect the room immediately after admission and complete the appropriate report form relating to the condition of the room. This form must also be updated in a similar manner upon the student vacating the premises.
- The residence indemnity deposit will only be refundable upon the resident vacating the premises, on inspection of the premises by the University and/or Lessor for determination

of, and satisfaction as to, the state of the premises and completion of the form relating to the condition of the premises, and provided that the resident is not liable for any outstanding amounts for damages.

- The acceptance or refusal of the student's application form shall be at the discretion of the University, subject to selection criteria outlined in the Room Allocations Policy.
- Residents shall only be allowed to gain access to the residence upon presentation of their student card, bearing the student's name, student number and photograph.
- The University reserves the right to search the person and property of all persons (residents, students and visitors) entering the residence premises, and to refuse to admit any person wishing to enter the residence premises.
- The University reserves the right not to re-admit students into residences if they have contravened good conduct rules and regulations as prescribed in the Student Handbook while residing in university residences.

Rules and Measures for Contravention

All students who receive admission into a residence owned by the University or into a residence contracted by the University, are compelled to abide by the rules and regulations that are instituted to protect the rights and property of the University, its staff and students.

Measures for Contravention

- Any resident who fails to comply with the provisions of the rules may be found guilty of an offence and may be sentenced to a fine not exceeding the maximum amount as determined by the University Vice-Chancellor from time to time, or to community service not exceeding the maximum number of hours as determined by the University Vice-Chancellor from time to time.
- Any resident who is found guilty of the same offence within 1 year, shall be ordered to pay for the costs of placing the room in the desired state and may be rusticated from the residence, and/or sentenced to a fine not exceeding the maximum amount as determined by the Vice-Chancellor, or community service not exceeding the maximum number of hours as determined by the Vice-Chancellor.

The following rules apply to all students occupying residence belonging to, or contracted by the University, or leased:

1. Absence from residences

A resident may not be absent from the residence premises without the written approval of the relevant Institutional Officer. The approval of the relevant Institutional Officer may only be requested where the purpose of the resident's absence is for the attendance of an approved official or social function. In the event of an emergency, the relevant Institutional Officer must be contacted immediately. The approval aforesaid does not include approval of the resident's absence from lectures and other academic activities. A resident who requires to be absent from lectures and other academic activities must follow the requisite procedures in this regard.

2. Bedding

All residents are to supply their own bedding.

3. Personal Belongings

The university is not liable for any loss nor damage to students' belongings, whether by

human or natural catastrophe.

4. Condition of premises

- Residents are responsible for the proper care of University property on the premises and in their rooms and shall handle the same with the utmost care at all times. Residents shall maintain their rooms in a neat and tidy condition at all times.
- Pictures, posters or any other documents may only be affixed to the pin boards provided and may not be affixed to the walls, door or furniture in any manner whatsoever.
- Any resident who has caused damage to the premises, fixtures or furniture, or whose guest has caused such damage, must immediately report such damage to the relevant Institutional Officer.
- Any resident who has any knowledge of the cause of the damage to the premises, fixtures or furniture, is obliged to report same to the relevant Institutional Officer in complete confidentiality.
- The University and/or the Lessor reserve the right to inspect the premises and the rooms at any reasonable time, without prior warning to the resident.
- The property of the University and/or the Lessor may not be removed from the premises or the designated room, at any time.
- Students shall accept responsibility for the safe keeping of their own belongings, and the University shall not accept liability for the loss or theft of any resident's belongings.
- The University and/or the Lessor undertake to provide reasonable security measures for the premises and the rooms.
- The only appliances that may be operated in the rooms are lamps, radios and clocks.
- No student may operate any other appliance in their rooms, including, but not limited to, stoves and microwaves.

5. Consciousness-altering substances - alcohol, narcotics and drugs

No student or his/her guest/s may possess, use, cultivate, brew, manufacture or purchase alcohol, narcotics, drugs, including marijuana, or sell to any person, including but not limited to students, staff members or visitors to the University, at any place or event associated with the University, such as University property and premises (including rooms in residences owned or controlled by the University or rented from private accommodation suppliers), functions, field excursions and tours; unless prescribed by a registered medical practitioner for medical purposes or use and provided further that the University is notified of such prescribed use via either the Registrar's Office at the relevant campus or the relevant Student Clinic. Furthermore, students may not possess, use or distribute any prohibited substance described in the Drug and Drug Trafficking Act 140 of 1992.

6. Contagious diseases

If a student has been absent from the residence due to a contagious disease or has been in quarantine for such a disease, a medical certificate stating that the resident may return to the residence must be submitted to the Director: Student Affairs.

7. Disruptive noise and behaviour

No disorderly, noisy, unseemly or indecent behaviour may occur on the premises. Radios, tape recorders, hifi's or any other audio equipment may not be used in such a manner which disturbs other residents of the residence premises or neighbouring premises.

8. Dress Code

Residents are expected to maintain an accepted standard of personal hygiene and dress.

9. Firearms or dangerous weapons

No firearms or any dangerous weapons or objects shall be allowed in the residence premises. These shall be confiscated by the residence security and handed over to the South African Police Services, who may proceed with criminal charges. No unauthorised substances may be brought onto the residence premises, including but not limited to, liquefied petroleum gas, explosives, poisons and inflammable substances. No resident may discharge or cause to be discharged, any fireworks outside a designated area.

10. General Regulations

No resident shall tamper or interfere with any appliance used for the prevention of fire, or in connection with the saving of a life and property in the event of a fire. No resident shall waste, misuse or contaminate any water supplied.

11. Initiation rituals

No form of initiation or raids by residents is allowed. Direct or indirect interference, physical contact, sexual or gender harassment, assault or molestation, psychological injury or humiliation of all residents, including first year residents, shall be viewed as a serious transgression of the Code of Conduct.

12. Locking of doors

The gates to all residence premises shall be locked at 22h00 and opened at 06h00. Any resident wishing to gain entry or exit from the premises after the gates are locked or prior to the gates being opened, may only do so upon prior arrangement with the relevant Institutional Officer. The relevant Institutional Officer is the only person who may authorise the security of the residence premises to unlock the gates.

13. Smoking

No student may smoke in public spaces. Students are required to observe the smoking laws and the University's policy at all times.

14. Student Meetings or Gatherings

The approval of the Vice-Chancellor or his authorised representative shall be obtained prior to the holding on the residence premises, of any student meeting or gathering, including those of clubs and societies. Only in respect of the requirement of the Vice-Chancellor or his/ her authorised representative's approval, the meetings of the Residence Unit Committee are expressly excluded from the operation of this Rule. No student meetings or gatherings may be conducted or continued after 22h00, unless the written approval of the Vice-Chancellor or his/her authorised representative has been obtained and presented to the residence security.

15. Sub-letting

No resident may sub-let their room or any portion thereof. Students found to be practising sub-letting will be expelled from residences with immediate effect.

16. University Roof Tops

Students are prohibited from accessing University roof tops for any reason. Students found removing locking devices blocking access to the roof tops will be charged for

misconduct.

17. TV Aerials and Satellite Dishes

Students are not allowed to mount any personal TV Aerials/ Satellite Dishes onto University roof tops.

18. Visitors

Residents may not receive guests without the express permission of the relevant Institutional Officer. All visitors shall be required to complete in full detail and sign the visitor's book, and to present an acceptable form of identification prior to being allowed entry to the residences. No exceptions to this rule shall be allowed. No visitors shall be allowed to be present on the residence premises between 22h00 and 06h00. No exceptions to this rule shall be allowed. A visitor who fails to complete and sign the visitors' book will not be allowed entry to the residence premises. Visitors of the opposite sex are not allowed beyond the lounge area of a residence. The Resident Unit Committee reserves the right to limit visiting hours, or to request any visitor to leave the residence unit.

CONTAGIOUS DISEASES

In terms of Section 45 of the Health Act, 1977 (Act No. 63 of 1977), the medical conditions below are notifiable and WSU must, therefore, be informed in writing of such medical conditions without delay:

- COVID-19
- Acute rheumatic fever
- Anthrax
- Brucellosis
- Cholera
- Congenital syphilis
- Diphtheria
- Food poisoning (outbreaks of more than four persons)
- Hemorrhagic fevers of Africa (Congo fever Dengue fever, Ebola fever, Lassa fever, Marburg fever)
- Rift Valley fever
- Lead poisoning
- Legionellosis
- Leprosy
- Malaria
- Measles (rubella)
- Meningococcal infections
- Paratyphoid fever
- Plague
- Poisoning from any agricultural or stock remedy registered in terms of the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No. 36 of 1947)
- Poliomyelitis
- Rabies (specify whether human case or human contact)
- Smallpox and any smallpox-like disease, excluding chickenpox
- Tetanus

- Tetanus neonatonim
- Trachoma
- Tuberculosis B

If a student suspects that he or she has a contagious or an infectious disease that may be transmitted to other people, he/ she may not participate in any academic or recreational activities of WSU (without limitation) nor remain in WSU accommodation. He/she must obtain medical advice and/or undergo the required treatment without delay. Should such a student fail to withdraw from the activity or activities in question, he or she must exempt WSU from any liability of any kind whatsoever, whether directly or indirectly for the consequences of his or her failing to do so. A student who has suffered from, or has been exposed to, the risk of a contagious or infectious disease may only return to WSU once a medical certificate has been submitted to the Registrar confirming that the student may return to WSU without there being any danger of him/her infecting other students.

CORPORATE IDENTITY AND COMMUNICATIONS

CORPORATE IDENTITY

The Walter Sisulu University (WSU) corporate identity consists of the logo, strapline and crest/seal of the University. The corporate identity is the registered, legal trademark of the University. The custodian of the corporate identity is the Council and the use of the corporate identity and all its applications is managed by the Department of Marketing, Communication and Advancement (MCA), in consultation with the Council.

Staff and students may only utilise the official corporate identity logo and all its applications as approved by Council and in strict accordance with the Corporate Identity Manual which is available from MCA or the WSU intranet. No staff, student, staff organisation or student organisation may reproduce the corporate identity on invitations, programmes, posters, publications, stationery, clothing or signage without adhering strictly to the guidelines of the official Corporate Identity Manual and approval from MCA.

MEDIA RELATIONS

WSU is a major public institution and as a consequence it attracts considerable interest from local and national media. Media attention has the potential to enhance, as well as detract from, the overall reputation of the University. It is important, therefore, to manage the University's engagement with the media positively, constructively and professionally.

The overall responsibility for the University's Media Relations rests with MCA. The official spokesperson for WSU is the Council who may delegate this responsibility to the Senior Director: MCA. WSU recognises that staff may occasionally interact with the media as private individuals or as an academic or professional expert. The University affirms the right of staff to interact freely with the media as private individuals. When staff members discuss with the media, or write about matters outside their areas of work, they must make it clear that they are speaking as private individuals and not as staff members. The use of University position titles, letterhead or postal addresses is prohibited in this context.

Academic staff members are encouraged to respond to media enquiries related to their areas of academic expertise and inform MCA when they have had contact with the media so that the resulting media coverage can be monitored.

Staff are encouraged to consult the MCA Office for advice or assistance in dealing with media enquiries. Some media enquiries about an academic matter might also relate more broadly to the University (for example, a request for an accounting professor to comment on the University's accounting policies). In such cases, or where the staff member has any doubt about whether he or she may answer the enquiry, the matter must be referred to the Senior Director: MCA.

Staff who answer a media enquiry as an academic expert must make it clear that their opinions are based on their expert knowledge and research. Where the subject is likely to be contentious, they must make it clear in their response to the media that their opinion does not represent the

considered position of the University.

Staff must provide the media with their academic titles (e.g., Professor or Dr) when they are commenting as academic experts. Position titles (e.g. dean or deputy vice-chancellor) are not appropriate in this context, as such titles may convey the impression that the person is representing the considered position of the Walter Sisulu University.

Social media is far-reaching, therefore, staff, students and convocants must take care when referring to WSU and its people on social media platforms. It is the responsibility of the University to allow freedom of expression, academic freedom and the right of association. However, users are expected to exercise these rights in a responsible manner so as not to injure another party in anyway.

Users are expected to be mindful of the fact that any activity on public platforms has an impact on the image of the University and individuals, and users should at all times refrain from any activity that can tarnish this image. It should also be noted that certain conduct may be regarded as misconduct in terms of the provisions of the relevant Disciplinary Code and Procedures of the University, and that it may also constitute a criminal offence, in which case offenders may be prosecuted by the authorities. The guidelines and rules and regulations governing users' conduct during normal interaction as stated in the University's Code of Conduct, also apply to users' conduct online.

The WSU Media Relations and Social Media policies on the intranet should be studied.

UNIVERSITY PUBLICATIONS

Any publication produced in the name of the University should be guided by the Publications Section of the WSU Corporate Identity Manual.

INVITATIONS AND EVENT PROGRAMMES

There is a standard procedure to ensure correct application of the WSU brand and consistency of quality. Please contact the Graphic Designer in MCA for guidance.

NOTICE BOARDS AND ADVERTISEMENTS

Posters, notices, flyers, etc; may only be attached or applied to official notice boards. The University notice boards may not be used to display material that compromises the brand of the University or material that can be construed as insensitive to the constitutional rights of members of the University. Any external group, organisation, business or individual wishing to advertise on-campus must obtain written permission from the Senior Director: Marketing, Communication & Advancement or the Campus Rector.

Use of the name 'WSU' or logotype on any product (directly or indirectly) in any advertisement must be approved in advance by the Senior Director: Marketing, Communication & Advancement.

MCA Offices:

Tecoma Office Park, Tyrell Road, Berea, East London Tel: 043 - 702 9397

Executive Director MCA: Yonela Tukwayo, ytukwayo@wsu.ac.za, 043 702 9377

Graphic Designer: Linda Mynhardt, lmynhardt@wsu.ac.za, 043 702 9395

CONVOCATION

Convocation exists in terms of the University Statute as gazetted on 17 January 2014. The statute outlines the critical role of Convocation as, *inter alia*, being that of assisting the university and WSU Advancement in fund-raising and the institutional statute also clearly states that the secretary to Convocation is the Registrar.

When WSU was established on 01 July 2005, it inherited three convocation offices which represented separate merger institutions; Border Technikon, Eastern Cape Technikon and the University of Transkei. All former students and staff of these institutions are eligible for WSU Convocation membership. Since the establishment of WSU, an integrated Alumni/Convocation has been formed.

VISION

A Strategic Pillar in the legacy of Walter Sisulu University

MISSION

In pursuit of its Vision Convocation/Alumni will:

- Influence the strategic direction of the University through participating in its governance structures.
- Assist the University in resource mobilisation for the realisation of its mission.
- Serve as Excellent Ambassadors for the development of Walter Sisulu University.
- Promote, inspire, expand and maintain educational, social and business networks for the development of Walter Sisulu University.

Committees comprise of the following:

Alumni/Convocation Executive Committee

- | | | |
|--|---|---------------------------|
| • President | - | Adv Tembeka L Ngcukaitobi |
| • Deputy President | - | Mr Lunga Mantashe |
| • Treasurer General | - | Mr Melikhaya Mcitwa |
| • Secretary General | - | Mr Sandile Puti |
| • Additional member | - | Ms Simthandile Ford |
| • Additional member | - | Ms Landie Sikinzi |
| • Additional member | - | Mr Melikhaya Sihawu |
| • Internal member | - | Prof Rob Midgley |
| • Senate representative | - | Ms Vanessa Majiza |
| • Non-academic staff representative | - | Ms Yanga Stofile |
| • Vice-Chancellor and Principal is also a member of the Convocation Executive. | | |
| • The Executive Director of Marketing Communication and Advancement is also a permanent resource person for the Convocation Executive Committee. | | |

CAMPUS PROTECTION AND ACCESS CONTROL

It is the policy of the Walter Sisulu University (WSU) to implement systems and methods to control the access of people, vehicles and goods into and out of all its campuses and facilities. Persons entering any campus facility should be prepared to subject themselves to being searched. This includes the following:

1. All closed sections of commercial vehicles may be inspected when they are entering and/ or leaving the campus.
2. The luggage compartments of all motor vehicles may be inspected when they are entering and/or leaving the campus.
3. All personal hand luggage/carry-bags may be inspected when a person is entering and/or leaving the campus on foot.
4. No firearms may be allowed on the University premises.

The use of the parking areas of WSU is at the vehicle owner's risk.

STUDENT CARDS

1. It is compulsory for all students to display their student cards at all times when they are on the campuses of WSU.
2. No student may be in possession of more than one student card or another student's card.
3. A lost or damaged student card should immediately be reported.

CARRYING OF FIREARMS

No student shall bring a firearm, any other dangerous weapon, explosives or fuel (with the exception of fuel required within reason for driving an engine) onto the premises of the University. Any transgression of this rule will result in strict disciplinary measures to be taken against such transgressor.

REPORTING OF INCIDENTS OF CRIME

In order to eliminate crime on our campuses, all crime-related incidents must be reported to Campus Protection Services and SAPS immediately. Should the need arise, a Campus Protection Services official will support and escort a victim of crime to the nearest police station. Our Campus control officers can be reached at the following numbers in the respective campuses:

MTHATHA CAMPUS:

NELSON MANDELA DRIVE Site : Campus Control Tel: 047-5022349

Head of Security Tel: 0475022754

ZAMUKULUNGISA Site : Main gate Control Centre Tel: 047-5011461/1461

Facilities Co-ordinator Tel: 0825385386

KOMANI CAMPUS:

Facilities Co-ordinator Tel: 08227903972

WHITTLESEA Site: Main gate Control Centre Tel: 040-8426884/040-8422414

Facilities Co-ordinator Tel: 0827903972

BUTTERWORTH CAMPUS:

IBIKA Site : Main gate Control Centre Tel: 047-4016377

Facilities Co-ordinator Tel: 0723369925

BUFFALO CITY CAMPUS:

Security Phone Numbers

POTSDAM Site: Main gate Control Centre Tel: 043-7085231

College Street Site: Control Centre Tel: 043-7029271

CHISELHURST Site: Control Centre Tel: 043-7221306 / 043-7094072

Heritage Building: Tel: 043-7038696

CAMBRIDGE STREET Site: Tel: 043-7044834

SAFETY

Safety at WSU is managed in compliance with the Health and Safety Act of 1993. All staff and students are required to comply with the safety policies and regulations of the University. Copies of these policies and regulations may be obtained from the Department of Estates and Technical Support or from the WSU intranet. The University may institute disciplinary action against any staff member or student who does not comply with all health, safety and security regulations at WSU.

RULES ON THE SLAUGHTERING OF ANIMALS ON ALL WSU CAMPUSES

It is a rule of WSU not to allow any slaughtering of animals in any form on any of our campuses.

USE OF UNIVERSITY TRANSPORT

1. Authorised Persons Only: The following persons are authorised to make use of WSU vehicles:
 - a. All full-time staff members, in possession of a valid, official, unendorsed drivers licence, not less than two years old.
 - b. All recognised WSU drivers, with public driver permits.
2. Unauthorised persons: The following persons are not authorised to make use of WSU vehicles:
 - a. All persons who either have an official WSU vehicle or those that receive a travelling allowance.
 - b. All students and members of the SRC.
 - c. Person/s who continually infringe the transport regulations.
 - d. Person/s suspended from driving WSU vehicles for whatever reason.
3. Applications for University Transport and Procedures: The guidelines and procedures for applications and use of University vehicles can be obtained from the Transport Section in the Department of Estates and Technical Support.

USE OF LIQUOR /ALCOHOL, TOBACCO, NARCOTICS AND DRUGS

PLEASE NOTE:

1. It is the policy of WSU to discourage the use of liquor or limit its use as far as possible. Bookings are made in accordance with this policy.
2. Students are not permitted to transport, consume or have in their possession any alcoholic drinks on the campus without the written consent of the Campus Rector or his/ her authorised representative.
3. Students may not consume or have in their possession alcoholic drinks without the consent of the manager or lecturer in charge of an official tour or excursion of the

University.

4. Students may not unlawfully bring, consume, or have in their possession or control, any narcotics or drugs on the WSU Campuses.
5. Smoking is prohibited in all lecture rooms, in examination rooms and in any other place where smoking has been forbidden by the WSU authorities and according to National Legislation and Smoking Laws.
6. An application for a temporary liquor licence must be submitted to the Campus Rector. The approval of the application does not mean that permission has been granted for the selling or the serving of liquor at a function.
7. Proof must be submitted that permission has been granted to use the particular facility before permission to use liquor may be granted.
8. The applicant assumes full responsibility for any damage that he or she, or any person(s) under his or her control, may cause to any property of the WSU or to any other property under the control of the University.
9. In the case of an external organisation, the applicant must personally be present, from start to finish, at a function where liquor is used.
10. In the case of a student function, the use of liquor will be permitted only if the guardian concerned will personally be present, from start to finish, at a function where liquor is used. The guardian must be an employee of WSU.

DISABILITY

The University is committed to providing for the educational and physical needs, as well as promoting equal opportunities for all staff and students with disabilities, in compliance with the Constitution of the Republic of South Africa and the Higher Education Act of 1997. For more information about how the University supports people with disabilities please contact the Student Services and Development Department, the Department of Human Resources or visit the University Intranet.



SECTION SEVENTEEN

HEALTH AND SAFETY OFFICE

What is health and safety in the workplace?

Being safe at work is important. It is a responsibility shared by both the employer and the employee.

For employers, one of the fundamental principles of **workplace health and safety** is risk assessment which identifies all the hazards and potential for harm whilst working.

An employee's and student's duties are; take reasonable care of the health and safety of themselves and of others who may be affected by what they do or do not do, cooperate with the University on health and safety matters and not misuse any equipment that is provided for safety purposes.

Emergency Numbers

Mthatha Campus

Internal Head of Security

Mr E Guquka

Tel: 047 502 1910; Email:eguquka@wsu.ac.za

Health and Safety Officer

Mr B Nteyi

Tel: 047 502 1581; Email:bnteyi@wsu.ac.za

Campus Clinic: 047 502 2727

Ambulance: 047 532 4174/047 531 1201

Emergency - Ambulance (10177); Emergency Ambulance - Cell phone (112)

Hospitals

Nelson Mandela Academic Hospital: 047 502 4400

Life St Marys Private Hospital: 047 505 5600

Mthatha Central Police Station: 047 501 1010

Butterworth Campus

Internal Head of Security

Mr A Nomnqa

Tel: 072 336 9925; Email:anomnqa@wsu.ac.za

Health and Safety Officer

Mr B Nteyi

Tel: 047 502 1581; Email:bnteyi@wsu.ac.za

Campus Clinic: 047 401 6371
Emergency - Ambulance (10177); Emergency Ambulance - Cell phone (112)
Butterworth Hospital: 047 401 9000

Police Station: 047 401 1100

Komani Campus

Facilities

Mr M Kwababa
Tel: 040 842 6807/6920; Email:mkwababa@wsu.ac.za

Campus Clinic: 040 842 6816
Emergency - Ambulance (10177); Emergency Ambulance - Cell phone (112)

Frontier Hospital: 045 808 4200
Hewu Hospital: 040 841 0133
Life Queenstown Hospital: 045 838 4110

Whittlesea Police Station: 040 842 6138
Queenstown Police Station: 045 808 6030
Fire Department: 045 839 2233

Buffalo City Campus

Internal Head of Security
Mr M Moroke
Tel: 043 708 5253; Email:mmoroke@wsu.ac.za

Health and Safety Officer
Miss A Luzipho
Email:aluzipho@wsu.ac.za

Campus Clinic: 082 200 6092
Dynamic Ambulance-043 726 2225
Alderson Ambulance-086 022 3366
Emergency - Ambulance (10177); Emergency Ambulance - Cell phone (112)

Frere Hospital: 043 709 2006
Cecilia Makiwane Hospital (Mdantsane) – 043 708 21111
St Dominic's Hospital: 043 707 9000
Life Beacon Bay: 043 711 5100

Cambridge Police Station (Chislehurst): 043 709 7500
Fleet Police Station (central): 043 707 0600
Mdantsane Police Station (Potsdam): 043 708 4600/09
Fire Department: 043 705 9000

